



POLICIES AND PROCEDURES

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HISTORY OF PETITE ACADEMY DEVELOPMENT CENTER

Petite Academy was started in 1979 in Shoreline from a smaller in home daycare. We are proud of being in Business in the same location for many years and with dedicated teachers. We eventually changed the building into a Child care center and served the kids in the area and Shoreline School District before/after care. We are inspected by a State Licensor yearly and meeting the Washington State requirements. We are a member of Childcare Resources, United Way and we are participants of Early Achievers Rating. We have continuous on site training for our staff.

MISSION STATEMENT & PHILOSOPHY, PROGRAM DESCRIPTION

Our mission is to provide high quality early childhood education for children. We will encourage and support our children to reach their full academic and creative potential in an environment where respect and diversity flourish. We believe each child is a unique individual with a cultural history distinctly their own. We celebrate the diversity of each child. We believe each child has unlimited potential. We are sensitive to their social, emotional, intellectual and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help the children enjoy successful experiences. We encourage, not just learning, but the love of learning.

We believe in providing a physical environment that is safe, clean, healthy and oriented to children. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Each classroom allows children the opportunity to explore, to experience, and most importantly, to succeed. We believe in positive methods of discipline. We establish consistent, age appropriate limits to help children function in their world. Our programs are designed to help children develop a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others who may be different.

We support our teachers with training, resources and the freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

NON-DISCRIMINATION POLICY

It is the policy of Petite Academy that no person shall be subjected to discrimination at this school because of race, religion, creed, color, ethnicity, national origin, gender, sexual orientation, marital status, age, communication and learning styles. Petite Academy's policy is to make reasonable accommodation to the physical or mental limitations of any otherwise qualified child, parent, staff member, or staff candidate. It is school policy to prohibit sexual harassment and provides a grievance procedure for resolving sexual harassment complaints. Petite Academy honors and respects our diverse families. We are committed to provide a culturally enriched environment. Petite Academy welcomes honors and respects the diversity of families and is committed to providing a culturally enriched environment for your children.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

INTRODUCTORY VISIT

Each new parent or guardian and child needs to visit our center at least one time prior to enrollment. Please call in advance to schedule a visit.

ADMISSION FORMS

There are several forms you are required to complete prior to your child's attendance:

1. Child Care Agreement
2. Registration Form
3. Child Health Information
4. Medication Treatment Authorization (Authorization to Administer Medication.)
5. Certificate of Immunization (CIS to be updated yearly)
6. Termination of Services
7. Permission Authorization
8. USDA/ Food Program Enrollment/Income Eligibility Application
9. Permission Form for Teaching Strategies Gold, Website
10. Handbook Verification Form
11. Ages and Stages Questionnaire
12. Family Conference Form
13. Home Language Form

CURRICULUM POLICY

At Petite Academy we provide opportunities for continual learning and growth. Our goal is to partner with families, set individualize goals and promote a love of learning. Developing a curriculum around student interests is important because every child is unique. We encourage child dialogue about the lessons and activities teachers have provided. We also ask the children what they are interested in as well.

The children learn to respect themselves, others, and their environment. They all need a safe and secure place to play and socialize daily. Teachers need to be caring and create a peaceful atmosphere. Children are developing their social emotional, science, critical thinking, literacy, cognitive, fine and gross motor skills.

As first educators we provide a safe environment that invites teamwork. Lead teachers guide and demonstrate intentional and emergent learning. We encourage children to explore their environment around them at school and at home. When children feel they have ownership in the curriculum, they are motivated to work to reach their goals.

Teachers provide resources to parents and information to children on how children naturally build their knowledge and find answers to their questions. Children will be screened within the first 45 days. All parents are required within 90 days of the child's enrollment to complete a valid developmental screening tool, Cognitive & Social Emotional Ages & Stages Questionnaire. A 30 day evaluation will be completed by the teacher and given to parent or guardian to sign. Observation and assessments are done monthly and re-screening is done annually. A home language survey by Teaching Strategies Gold will be given to the families for the child's file. When possible screening results are shared with all families in their family home language. Parent/Guardian will sign screening form or dated notes from family conferences regarding screening results.

Lead teachers will continue observing and assessing all children throughout the year and submit quarterly checkpoints in Teaching Strategies Gold. Information will be added to the program which we will use to monitor the children's abilities in Teaching Strategies Gold. Leads create monthly tailored lesson plans and curriculum for each child. All assessments will be reviewed and revised as needed.

Formal Assessments include: Teaching Strategies Gold

Informal Assessment include: 30 Day Evaluation, Anecdotal Notes and Work Samples, Observations & Assessments

Children have opportunities to make self-discoveries. Children are given plenty of time and space to use materials with hands-on activities that the children can individually experience. Teachers help children to develop a deep love and respect for themselves, others, and their environment which occurs through an open sharing of ideas. Children develop a sense of respect for their teachers, peers especially when their voices are heard and they have the freedom to express themselves.

TRIAL PERIOD

The trial period will be two weeks and we will not hold you to the 30 days notice. Money paid is not refundable. We will talk to you daily about your child's day. Please tell us if you have any concerns, suggestions or have any questions. If after the two weeks trial period, we will determine if the services we provide are satisfactory to everyone. If any problem cannot be resolved then care is terminated, however there is no refund for the current month. Meaning the termination is effective for the following month.

Cubbies: 1 Fitted sheet, 1 blanket, 1 change of clothes, socks & undergarment in one big ziplock bag. No plastic bags, backpacks or bags with straps for these are strangling hazards.

TRANSITION PERIOD AND SEPARATION

It is difficult for children to start in a new place. The adjustment time may be more difficult for parents than for the children. Our goal is to make the transition smooth for parent/guardian and children. We explain the process leading up to the actual transition.

Transition into Early Learning Program: We recommend parents are patient for the first couple of weeks and give their child a chance to adjust. Within the first 90 days we ask all parents or guardians complete both ASQ's, Parent Pre Conference and Home Language forms to begin the tailored assessment plan. This is used to observe the child's adjustment to care and to talk about concerns.

Transitions within Early Learning Program (Between Classes): We have the child visit the class they will transition to for 1 or more hours throughout the week. We keep documents on a transition sheet. We provide parents with documentation on what their child should be doing at the age they are and provide documentations for their records. Parents are given verbal and written notice when the transitions will begin. The parent signs the document acknowledging the plan in place.

Transitions out of the Early Learning Program: When a child is leaving the program, we speak to the child about their move. We ask them questions, listen to their thoughts and acknowledge their feelings about the move. The Lead gives the parent an Exit Survey and gives the documentation in the child's portfolio to the parent or guardian.

Transition to Kindergarten: When a child is leaving the program, we speak to the child about their move. We ask them questions, listen to their thoughts and acknowledge their feelings about the move. The Lead gives Kindergarten material that includes information about the school they will be transitioning to and other meaningful information about the child should know before entering Kindergarten. The parent is given an Exit Survey and gives the documentation in the child's portfolio to the parent or guardian.

PARENT INVOLVEMENT

Parent participation is always welcome! If you would like to help or share a particular talent with the children, please see the Director or the Lead teacher in the Classroom to arrange a time that is most convenient for you.

We will have planned events such as potlucks, cultural events, graduation or other family gatherings to promote parent involvement. Please check the parent bulletin board for any news of family events coming up. We always appreciate any donations of material such as paper, paint, glue, recyclable art materials or markers. Please check parent bulletin board for any current needs.

PARENT COMMUNICATION AND PARENT CONFERENCES

Daily we will give a brief summary of your child's day at least 15 minutes or more per week. However, we are available when the parent needs more time, Monday to Friday from 6:30 to 6:00 pm. Please make arrangement with your Lead Teacher if you will be needing more time. We encourage all parents to take advantage of our open door policy. Please feel free to call, email or visit the office to discuss any topic or if you would like to ask questions about anything that may concern you.

Each month we will issue a parent Newsletter and you can find it in the Parent resource hallway. We encourage parents to check the parent bulletin board daily. The newsletter along with other useful information can be found on our website at petiteacademy.com. You can also find us on Facebook. If you are satisfied with the service you are receiving please give us a positive review on our Facebook page, Yelp and Google.

Parent conferences will be held yearly and teachers are open to meet as often as requested by parents and providers. Every three months we will review the child's progress by providing anecdotal, progress notes and other observation and assessments. We use Teaching Strategies Gold program for the children in the classroom. This is a virtual tour that parents have access to and can log in to see their child's activities. The Lead Teacher will send you a link via email. Please respond and let us know when you have accessed the Teaching Strategies Gold site.

We use Teaching Strategies Gold, Facebook and our website to communicate your child's activities in the classroom. Please sign permission form provided by management giving permission for your child/children's photo to be added to these websites. Teaching Strategies Gold is the only required program that only parents or guardians have access.

TERMINATION OF SERVICES

Parents or guardians are required to give a 30 day notice if you intend to terminate care from Petite Academy or make any changes to the current agreement. A new agreement will be created and need to be signed by the parent or guardian. (Ex: from full time to part time, etc.) We require parents to fill out an **Exit Questionnaire**. If you should terminate your child's care without notice, you will be responsible for payment of a full month. Failure to comply, you will be responsible for additional fees and charges that may occur in order to collect the fee. (Ex: Attorney fees, Collection agency, court, etc....)

Petite Academy may terminate care with no notice.

The following are conditions that will cause termination of our childcare services:

- Failure to abide by policies.
- Challenging behavior by the child such as physical violence to children and staff.
- Development needs that may require a specialty school.
- Continued failure to pay dues and fees on time.
- At the discretion of the Director

Preventing Suspension and Expulsion with Support Steps:

- Through family partnership, staff training and consultation, we will establish and implement a support plan for children with persistent challenging behaviors.
- During a parent and teacher meeting a plan is created to access consultation for behavioral or developmental concerns through mental health consultants, coaches, referrals to other professionals for expert evaluation.
- We maintain documentation of challenges, process, findings and continued development planning. Upon request, visits or phone calls to other facilities.
- All staff are trained annually to support positive social and emotional development, reducing challenging behaviors and trauma informed care. We use Second Step as a resource in the classroom to support positive social and emotional development.

HOLIDAYS

Petite Academy is closed on the following Days:

Day of Caring (TBA) New Year's Day, Martin Luther King, President Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the following Friday, Christmas Eve Day and Christmas day

If the holiday falls on a weekend, we will be closed on either Friday or Monday to observe the holiday.

EMERGENCY CLOSURE

Due to snow or any other hazardous situation, Petite Academy will be closed if the Shoreline School District is closed. Please listen to Radio or TV for news updates. You may call to check if we have managed to op.

BACK-UP PLAN

Petite Academy recommends you have access to alternative childcare if possible. You may need care if Petite is closed for emergency reason. If Petite is Closed, you will be notified the night prior so that you can make other arrangements. It is always your responsibility to find back-up childcare. For a childcare referral please call:

CHILDCARE RESOURCES

- (206) 865-9530 East King County
- (206) 461-3207 Seattle/North King County
- (206) 852-3080 South King County

LICENSOR

Meagan Green (206) 550-0935

INSURANCE COVERAGE

Petite Academy carries Liability Insurance and Medical Insurance for children. Parents must use their own health insurance for incidents.

PETS

We have no pets in School. Pets, such as fish in an aquarium will be okay for Educational purposes.

RECEIPTS AND TAXES

Petite Academy will give you a payment receipt when you pay for children in cash. You will receive an annual statement with tax ID # at the end of the year to show your child care expenditures for the applicable tax year.

RATES AND PAYMENT PLAN

RATES ARE ADJUSTED EVERY YEAR IN SEPTEMBER

One month notice will be given. If more frequent adjustments are needed, then two months' notice will be given.

Annually per Child Rates:

Registration Fee is \$100.00/ Annual Fee \$100 per child per year

<u>AGE</u>	<u>FULL TIME</u>	<u>HALF TIME</u>	<u>DAILY</u>
12-29 (Toddler)	\$1400.00	\$1200.00	\$85.00
30 months – 5 years (PreK)	\$1200.00	\$1000.00	\$85.00
Before/After School	\$350.00	N/A	\$50.00

DEFINITIONS:

Full time: Over 4 hrs. per day and over 4 days a week

Half time: Less than 4 hrs between the hours of 6:30 to 12:30 or 12:30 to 6:00pm

Daily: Over 4 hrs.

PLEASE NOTE: Pick up late fees \$1 per minute after 6PM, due to the staff on duty. \$10 late fees are applied each day after, if you pay your monthly fee after the 5th. Please contact management as soon as you know your payment will be late.

MISCELLANEOUS RATE INFORMATION

FEES: PARENTS ARE REQUIRED TO PAY FOR THE TIME THEIR CHILDREN ARE SCHEDULED TO BE IN CARE. IN OTHER WORDS, PARENTS ARE PAYING FOR A SLOT WHETHER THEIR CHILD IS THERE OR NOT. PAYMENTS ARE DUE FIRST OF EACH MONTH & NO LATER THAN THE 5TH. SPECIAL PAYMENT TERMS ARE NEGOTIABLE ON RARE OCCASIONS, ARRANGED WITH MANAGEMENT AND WILL BE DEFINED IN THE CONTRACT OR WRITTEN AGREEMENT.

DSHS Clients:

Your child is not guaranteed a spot without an approval from DSHS or any agencies paying for your childcare fees. Parents are responsible to have their review completed at a minimum of one week before the expiration date. If we have not received a current approval your child will be replaced. Because the spot is not guaranteed and if you have completed the review after your spot as been filled as soon as a spot comes available we will gladly re enter your child into the program. If you miss more than 10 no show days, you will lose your spot.

VACATION POLICY

There is no deduction for Vacations and Holidays. In order to keep your child's spot you have to pay the flat monthly rate.

PAYMENT POLICIES

Payments are due first of each month in advance. There is a \$10.00 per day late fee charge after the first. If the fee is not paid after a period of five days, your child will not be admitted until all fees are paid in full. The Penalty for NSF check is \$50.00 plus \$10.00 per day late fee as of first of the month to the time that payment is paid in full. Cash payment is required for returned checks. You may be put on a cash basis after the second NSF check.

FIELD TRIP FEES

Field trip fees will be charged when necessary.

BUSINESS PRACTICES:

Arrival and Pick-Up

- Arrival instructions: Parents are required to walk in with their children, please sign in/out with electronic sign in. Please help your child wash hands upon arrival (required by Health Department). Children must be in good health and clean (including diapers, if this applies)
- Please Identify on the child care register who is authorized to pick up your child. Any person not on file, who is to pick up your child, must have written permission, email or faxed authorization. The person picking up your child must have identification.
- Your child will not be released to anyone under the influence of alcohol or drugs.
- Your child will not be released to anyone under age of 18.
- **Door code is allowed to the parent that registered the child ONLY.** Other family members, case managers, counselors, social workers will need to ring the doorbell. We will change the door code if this policy is not followed.

TOYS, FOOD AND ITEMS BROUGHT FROM HOME

- **No gum or candy** is allowed in this facility
- Food can be brought to school to share with other children only if the food is **pre-packaged from the store.**
- **Children can bring toys for show and tell** or play but school and staff are not responsible for stolen, destroyed or lost toys.
- **Children can bring foods for themselves.** Please notify the school staff so we can store it properly.
- **Homemade foods** cannot be accepted to share with other children.
- If you plan to bring treats for your child's birthday, they must be **commercially baked, labeled and in the original box or bag.**

MEALS AND SNACKS

It is your responsibility to notify us of any allergies or adverse reactions your child has to any foods or beverages. Allergies will be posted in eating area. There is an allergy form needed in child's file to be signed by primary physician and parent.

Individual healthcare plan for severe allergies written and signed by Doctor must be on file for the child with allergy.

We will work closely with you on your child's transition to solid foods when appropriate. Menus will be posted weekly on the parent resource area. Meals will be served family style. We serve nutritionally balanced with foods from all food groups. Menus rotate every 3 weeks. Petite academy is participating in USDA food program and follows the program guidelines. The center provides Breakfast, Am Snack, Lunch, PM Snack and late PM Snack.

SAMPLE MENU:

Breakfast :	Toast, Butter, Jelly, Milk, Banana
AM Snack:	Wheat Thins, Apple, Water
Lunch:	Beef, Potato, Peas with tomato sauce, Rice, Orange, Milk
PM Snack:	Peanut Butter and Jelly Sandwich, Water
Late PM Snack:	Graham Crackers, Vegetable, Fruit, Water

FOOD HANDLING

All staff working with food has food and beverage service worker's permit. All proper food handling procedures will be followed at all times.

RELIGIOUS ACTIVITIES

No religious activities are conducted.

HOURS AND DAYS OF OPERATION

6:30 am to 6:00 pm, Monday through Friday, except Holidays.

Parents are welcome to visit their children at any time during the day.

DAILY SCHEDULE

6:30 – 7:30	Quiet activities, Breakfast
7:30 – 9:30	Work stations, Academics
9:30 – 9:45	Snack
9:30 – 11:00	Calendar, Circle time, Storytelling, Free Play
11:00 – 11:30	Outside / Music / Dance
11:30 – 12:00	Lunch
12:00 – 2:30	Nap time
2:30 – 2:45	Snack
2:45 – 3:30	Academics
3:30 – 4:30	Work stations / Free play
4:30 – 5:30	Outside / Music / Group activity
5:30 – 6:00	Free play / Story telling

Work Stations: Manipulative, Art, Science, Block Center, Dramatic, Music Station, Quiet Reading Area, Puzzles, Math, Sorting, Sensory (water/sand/rice/beans/etc...)

FIELD TRIPS

If we plan field trips, you will be notified ahead of time and it will be optional. Extra fees may apply. We may go to the Park, Zoo, Aquarium or movie Theaters. Some field trips will be walking to a destination and some we would need to use vehicles or Metro bus. When we use vehicles, each child will be required to wear seatbelts or be in a car seat at all times according to child's age or weight. Permission slips will be required for a child to participate. Each driver will have insurance, be over 18 and have a good driving record.

SPECIAL ACTIVITIES

Parents may arrange birthday parties for their kids with prior arrangements.

PERMISSION FOR FREE ACCESS

You have the right to access any area of the School. You are welcome to visit or drop-in unannounced. Please schedule time in advance to observe your child participating in specific activities.

BEHAVIOR MANAGEMENT AND DISCIPLINE

Spanking or any form of corporal punishment is prohibited. Physical restraint, the withholding of food or any form of emotional abuse is prohibited. We use positive guidance techniques. These include redirection; cool down periods, advance warnings of transitions, discussions with child, limit setting, modeling, clear expectations, choices and others.

CHILD ABUSE REPORTING

As mandated reporters, we are required by law to report any suspected child abuse or neglect to the Department of Social and Health Services and Child Protective Services at CPS 1-800-609-8764.

CHILD CARE SUPPLIES

Parents provide bottles liners that are labeled with child's name and date. If your child needs formula, nipples, wipes, pacifiers, teething devices or toilet training diapers, etc. Parents provide fitted sheet, blanket and pillow as well. Please take blankets and sheets home on Friday to wash and bring back on Monday.

Bring an extra change of clothes to keep in your child's cubby at all times. Please have warm clothes when the weather is cold and rain or snow gear for rainy or snowy days. Children are required by law to go outside regardless of weather conditions so it is important the child is dressed appropriately for the weather.

If you are terminating your child care, please take your child's belongings out of the cubby. If it is left behind, after proper notification and 1 week, we will donate the belongings that is left behind.

Show and tell is on **FRIDAYS ONLY** for Preschool children. Please do not allow your child to bring toys to class unless requested by the Lead Teachers. Please check your children's cubbies daily for art work, academics and other important information. If you bring food for your child please make sure to remove it daily to avoid ants, rats or any rodents from entering the school.

HEALTH POLICIES

COMMUNICABLE DISEASES

Communicable diseases are illnesses that are spread by direct contact with infectious agents (germs or bacteria). Illness can be spread by:

- Direct contact with bodily secretions, person to person or discharge from open sores.
- Indirect contact with inanimate objects (drinking cups, toys, bedding, etc.).
- Flies, Mosquitoes or other insects (vectors) capable of spreading disease.

PREVENTING INFECTION OUTBREAK & ILLNESS

We work hard to keep our staff and children healthy and prevent the spread of illness, disease and other things that can be contagious. Still, even healthy people can develop illnesses that can be spread easily in a group care setting.

To help reduce the risk of diseases or infection, including illness associated with bodily fluids, blood and person to person will be considered to be capable of causing illness. Bodily fluids include blood, urine, stools (feces), drool (saliva), vomit, drainage from sores/rashes (pus). Etc. There are many diseases that can be spread through direct contact with or without bodily fluids or person to person.

To protect the staff and children the guidelines below are followed when anyone is at risk for or has been in contact with bodily fluids or other contagious infections. In the event there is a lice or scabies outbreak there will be a thorough cleaning and disinfecting of everything used in the room. If your child is exposed or has been diagnosed with having things such as measles, lice, scabies or any other spreadable virus or illness it is required the child is treated by a doctor and medication will need to be provided as well as a doctor's notes given the day the child can return to school.

Most require the child to stay out of school for 24 hours or more under doctor's orders. Without a doctor's note we will not allow your child to attend our school. In the event it is scabies the entire families has to be medicated and after 8 hours the child can return to school.

GUIDELINE FOR GENERAL HYGIENE

Staff and children will wash hands frequently.

CHILDREN AND ILLNESS

All children will be observed daily for signs of illness. Children or staffs who are contagious must stay at home. All parents of children in our care will be notified of any communicable diseases. Please call us if your child will not be coming due to illness. If you are unsure, if your child should come to school or not, please call us first or bring in a doctor's note. If a child should become ill during the day, you will be notified immediately and your child will be isolated from the other children until you arrive. The parent is responsible for finding substitute care in case of child's illness.

The following illnesses require a child to stay home:

DIARRHEA: Two or more watery stools in a 24 hour period, especially if the child acts ill.

VOMITING: Vomiting on two or more occasions within 24 hours

RASH: Body rash not associated with diapering, heat or allergic reaction especially with fever or itching.

EYES: Thick mucus or pus draining from the eyes, or pink eye.

APPEARANCE/BEHAVIOR: if the child seems unusually tired, pale, lacks appetite, is difficult to wake, confused or irritable.

SORE THROAT: Especially if associated with fever or swollen glands in neck.

FEVER: Temperature of 100 degree F. or higher with sore throat, rash, vomiting, earache, irritability or confusion.

LICE: Children who have lice not returned to school until they are louse and nit (egg) free.

Please read:

***"Keep your ill child at home" from the Seattle King County
Department of Public Health.***

DIAPERING PROCEDURE

We accept only disposable diapers. Diaper changing pads will be disinfected after each use. We never have a child alone on the changing table. Staffs are required to wash hands before, during and after diapering. The children's hands will be washed after each diaper change.

TOILET TRAINING

We help with toilet training. The staff tailors the time to the need of the child. Children must be in diapers or pull-ups until completely trained. For a trial time, children must wear plastic pants over their underwear until we feel they are ready.

SLEEPING EQUIPMENT

All children will take naps or lie down and read books. Petite Academy will provide the mats. Parents and Guardians must bring blankets, crib sheets and other naptime needs for their child. Mats and other equipment will be cleaned between uses by different children. Please take home sheet and blanket on Friday to wash and return on Monday. We ask this is done once a week.

We do not have extra sheets and blankets available.

MEDICATION MANAGEMENT

- All medications will be administered only with written permission from the parents or guardian.
- Prescription medications only given as directed on the label, in the original container, with the child's name, instructions, expiration doctor and parent's form.
- Non-prescription medicines will only be given with parent's written permission. This include diaper ointments and creams, and sunscreen.
- Non-prescription oral medications for children under 2 years must have a doctor written permission and will only given as directed on the label, in the original container, with the child's name, instructions, expiration doctor and parent's form.
- Detailed records will be kept of all medicines given at childcare.

MEDICAL EMERGENCY PLAN

Petite Academy staff will call the parent or other emergency contact listed on the Registration forms if any of these events occur.

1. Minor cut, bruises and scrapes are treated by staff
2. In case of emergency
 - a. We will call 911
 - b. We will notify parent or guardian immediately
 - c. If child is injured, which results in medical treatment or hospitalization, we will notify the Department of Early Learning Licensor.

PLEASE READ THE MEDICATION POLICY, CRISIS/DISASTER RESPONSE HANDBOOK & HEALTH CARE PLAN WHICH IS AVAILABLE BY THE SIGN IN/ OUT SHEET AND IN THE OFFICE