

# May Newsletter

ChildRoots Center for Young Children 2011

## Introducing... Renee! The new Cory.

After three weeks of sorting through resumes, interviewing and re-interviewing candidates, comparing writing samples and personality test results, we believe we have found our match!

Renee Laird will be leaving her position as assistant director for the KinderCare in Lake Oswego, where she has been in line to take on the directorship, in favor of our genuine commitment to our community, and unique child centered philosophy.

Renee has also made significant administrative contributions to the Peninsula Children's center as a family advocate and site manager as well as at the Mt. Hood Community College Head start. She has a confident easy nature and excels at parent advocacy as well as staff team building.

Renee is slated for ChildRoots-director-boot-camp starting this coming Wednesday, May 4th. She will work on getting to know our organization from every angle—from administrative procedures to the same pre-classroom training given to all incoming teachers, and maybe even spend a day in the kitchen! She will quickly become the primary contact for incoming parents as we start the fall enrollment process, working along side Cory through out the month.

We currently anticipate Cory's last day in the office to be Thursday May 26th. (but Mae's last day will be that Friday.)

## Beverly, the Preschool Director

In an attempt to recognize all that Beverly has done for our preschool program in the past year and a half (so much accomplished in such a short period of time!) We have promoted her to "Preschool Director." Beverly's new title comes with only a few additional responsibilities (mainly with regard to the management of her preschool team) but more autonomy, recognition and of course some additional compensation.

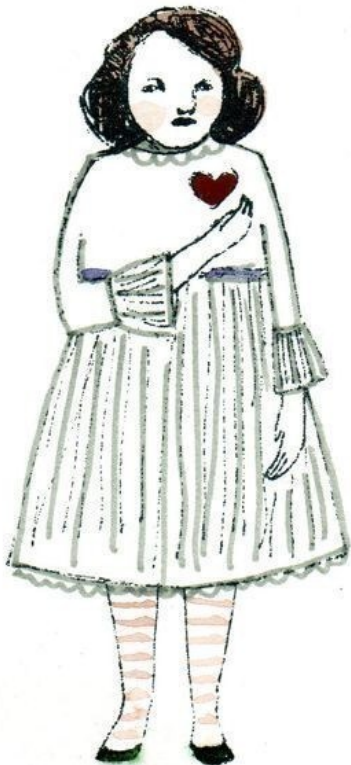
Thank you for all your hard work Beverly!

### SAVE THE DATE:

**ChildRoots Day at Benson Lake,  
Saturday June 25th**

**10:00am-3:00pm**

Join us for water play, music, picnic lunch, games and more!



Did you take pictures at the March Drum March? Share them with us! [director@childroots.com](mailto:director@childroots.com)

## What we do in case of an emergency...

With Oregon Senate president Peter Courtney on his pulpit about earthquake preparedness, and the myriad of natural disasters sweeping the globe, we have had several parents inquiring about the emergency and security procedures here at ChildRoots.

So here are some of your frequently asked questions, about the many ways we plan to protect your children as best we can in the unlikely event of an environmental or other threat to their safety:

### What do you do in the case of an Earthquake?

In the event of an Earthquake, we follow the recommendations found on the FEMA website ([http://www.fema.gov/hazard/earthquake/eq\\_during.shtml](http://www.fema.gov/hazard/earthquake/eq_during.shtml)). Children are instructed to DROP to the ground, take COVER under a sturdy piece of furniture (such as the loft) or move to the structural elements (such as the steel beams), and HOLD ON until the shaking stops.

Then, once the ground is still, teachers invite children to evacuate the building. The director would then determine weather or not the building is safe to continue providing care. In the event that we deem the building unfit for reentry, the entire ChildRoots group would proceed down to Buckman Elementary School (320 SE 16th Ave) and begin the process of contacting parents for pick up from there.

Each classroom is responsible for practicing Earthquake and other emergency drills, independently. Because each room is designed a little differently, it is the responsibility of the teachers in the classroom to lead children in the appropriate procedure for their room's design.

The director and Specialists audit these emergency procedures regularly and monitor logged drills to ensure consistency.

### What other drills do you practice?

- Lock down—children are instructed to move away from doors and windows.
- Teacher down/severe child injury—children practice staying clam and sitting in a circle.

In each room, teachers discuss procedures in an age appropriate way.



### How often do you practice evacuating the building?

The entire school evacuates for a fire drill at least once a month. All fire drills are logged and timed. On average, it takes 2-3 minutes to evacuate the entire school.

### When would you close the school and how would I know?

An unscheduled closure may occur at any time we consider attendance unsafe (ie: a power outage, icy roads, water shut off) If we decide to close the school due to a safety concern and your child is already at the center, you would be contacted by phone for immediate pick up.

During this process, or if your child has not yet arrived at school—in the case of inclement weather—you may call the message / main line for a recorded update.

## How do I update my child's emergency contacts/authorize pick up people?

All request to add additional contacts to your child's pick up list, must be submitted in writing, to the director. Emailing [director@childroots.com](mailto:director@childroots.com) is the most secure way to update contacts, but you may also leave a signed and dated hand written note with a specialist.

All family information is stored in a central data base and routinely audited and update by the director.

Back up, hard copies of this information are kept in (1) The "Emergency Binder," stored in the main office, this binder travels with the director whenever the building is evacuated. (2) Each classroom has it's own binder of important information, including primary and emergency contact information for each child in the cohort. (3) Each clip board has a report of approved pick up people for each child in the corresponding classroom.

Please always notify the office and your teachers if someone other than yourself will be pick up your child. This helps us anticipate how we can best support your child at the end of the day.

### How do you verify authorized picker-uppers?

*ALL adults picking children up from ChildRoots should always be prepared to show a photo ID.*

While this formality is not typically extended to parents, new teachers, substitutes, (and our incoming director,) are encourage to check ID's of anyone they do not personally recognize.

To simplify this process, we recommend that all first time (or infrequent) picker-uppers check-in in the main office first, where the director can verify their identity and then further assist them in the pick up process.

In the event that the person on your pick up list does not have a photo ID with them, they may be asked for your child's birthdate, or other family code word (if arranged with the director) as an alternative verification method—but this alternate verification method would be at the discretion of the director.



Art by Amanda Blake

[www.etsy.com/people/thisisalliknow](http://www.etsy.com/people/thisisalliknow)

### What if there is an emergency but you cannot get ahold of me?

When calling you for pick up of your child, for any reason, we will always start by calling the number listed on your child's Dossier (in infant and toddler rooms) or your child's emergency card (in the preschool). If your child is hurt, or too sick to be at school, and we are not able to get a hold of you, we will start to call you alternate emergency contacts.

In the event of a life threatening emergency, we will call 911 prior to contacting parents. If an ambulance arrives before we have been able to reach a parent or other emergency contact, a teacher would accompany the child to the hospital and continue to call parents. A ChildRoots representative would remain with your child until a parent arrives at the hospital.

All injuries incurred while in our care, that require medical attention are reported to the Child Care Division.

## Building Safety Features

While 1708 E. Burnside is an old building, it was significantly upgraded, and seismically retrofitted back in 2007 when it was transformed from an old tire factory to the eco friendly childcare that stands here today.

Additional standard safety features include—sprinklers, emergency lighting in all hallways, smoke detectors in every classroom, all staff are required to have their Infant/Child First Aid and CPR certification, minimal street signage, and of course the key coded entrance.

All emergency systems are checked regularly as required by our various state licensing departments.

## How do you handle off campus safety?

Staff must have first aid kit, emergency cards and working cell phone during all off campus ventures. Teachers are required to sign out, notifying the director, prior to leaving the building, and are required to stay within sight and sound of all children, maintaining appropriate student to teacher ratios at all times.

Only primary care providers may take children off-premises without permission from the director.

In the event of an emergency, the teacher on duty will first con-



## What do teachers have in those black fanny packs?

The black fanny packs are our first aid kits. Each pack contains: ample band aids (of varying sizes), tissues/hand towels, Bactin, gauze, emergency cards for every child in the classroom, as well as other important emergency phone numbers including poison control, 911 and the CR inside line. The additional red packs contain emergency medications such as EPI pens or inhalers and should be clearly labeled with the child's name.



### Upcoming/Summer\* Closures:

Friday May 6th—*Teacher Training Day*

Monday May 30th—*Memorial Day*

Monday July 4th—*Independence Day*

Friday August 19th—*Teacher Training Day*

*\*It's never too early to let us know about your family's summer vacation plans!*

*Attn: ChildRoots Families who will be enrolling a new sibling this fall—the fall enrollment process has begun and we will be sending your official offer letters shortly.*