



CROSSROADS SCHOOL

Lock Down Drill

Be prepared for active shoot on campus

If the Active Shooter is inside the building:

- Remain Calm. Move children to designated safe area.
- If possible, exit the building via safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provides safety or safe room, lock doors, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- Barricade doors by any means possible.
- Call 911 as soon as it's safe to do so.
- Stay focused on survival and keep safety of children the number one priority.
- Do not open the door until a law enforcement officer advises it is safe to do so, or some other credible information is received advising the threat is over.

If the Active Shooter is INSIDE the building and your class is outside:

- Remain Calm. Take your class to Bus Barn; use code to get inside building. Lock doors have children lay on ground.
- Barricade doors by any means possible.
- Call 911 as soon as it is safe to do so.
- Do not open the door until a law enforcement officer advises it is safe to do so, or some other credible information is received advising the threat is over.



CROSSROADS
SCHOOL

REPORTING POLICY FOR CROSSROADS SCHOOL

Licensing Family Child Care Program

- All employees must maintain current annual abuse and neglect training.
- Center will provide staff and parents with annual information on warning signs of abuse and neglect and prevention techniques.
- The CR Corral will coordinate with one community organization a year to increase awareness and provide support for the community.
- The CR School is a supporter of Harmony Home.
- Parents of a child who is victim to abuse or neglect can contact the CR School Office, 432-368-2517 for assistance in obtaining help and intervention. CROSSROADS church pastors and counselors are available for support.

Why Should You Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to anyone else. If you know or have reason to believe a child is being neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- Reports regarding incidents of suspected abuse or neglect of children occurring at a family childcare program, within a family or in the community should be made to **1-800-252-5400**.
- A report to the above agency should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

THIS REPORTING POLICY MUST BE PROVIDED TO THE PARENTS OF ALL CHILDREN AT THE TIME OF ENROLLMENT IN THE CHILD CARE PROGRAM AND MUST BE MADE AVAILABLE UPON REQUEST.



Employee Policy on Vaccine- Preventable Diseases

- CROSSROADS School Employees are required to keep immunization current according to age and overall health.
 - The Advisory Committee on Immunization Practices of the centers for Disease Control and Prevention (CDC) develops the recommendations and they are listed on the CDC website at <http://www.cdc.gov/vaccines/schedules/downloads/adult/adultschedule.pdf>
- Written records for employee immunizations will be kept in their employee data folder.
 - Copy of the employee's current immunization record;
 - Receipt that includes date a required immunization was received;
 - Letter signed by a health care professional that lists the date an immunization was received;
 - Documentation of exemption for medical reasons from a health care professional;
 - Signed and dated
- Employee Exemptions
 - For medical conditions, acceptable documentation may include a note from the employee's health care professional providing a statement that the required vaccine is medically contraindicated or poses a significant risk to the health and well being of the individual.
 - For reasons of conscience, acceptable documentation may include a signed and dated statement from the employee that states the employee is exempt for reason of conscience, including the person's religious beliefs.
- Employees must use these protective procedures:
 - Wearing gloves when handling or cleaning body fluids, such as after wiping noses, mouths, or bottoms, and tending sores;
 - Specifying that an employee with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care;
 - Wearing masks when the employee has respiratory symptoms to reduce the spread of droplets to surrounding areas;
 - Wearing masks when taking care of children with respiratory symptoms;
 - Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children;
 - Excluding the employee from direct care when the employee has signs of illness.
- Failure to comply with employee policy can result in termination.