



Early Learning  
(Age 3 - Transitional Kindergarten)

***Parent & Student Handbook***  
**2025-26**

[BibleCenterSchool.com](http://BibleCenterSchool.com)

1111 Oakhurst Drive | Charleston, WV 25314 | (304) 941-1710

**This page is intentionally blank.**

## Table of Contents

Entrance Requirements.....	4
Mission, Purpose, and Goals.....	5
General Program Schedule.....	6
Days/Hours of Operation and Holidays Observed.....	6
Discipline.....	7
Illness.....	8
Medication.....	9
Injury.....	9
Dress and Items Needed.....	9
Birthday Celebrations.....	9
Meals and Snacks.....	10
Quiet/Rest Time.....	10
Insurance.....	11
Field Trips (TK-5).....	11
Parent's Responsibility.....	11
When to Notify the Early Learning Office.....	12
Grievances, Conflicts, or Concerns.....	12
Teacher/Parent Communication.....	12
Confidentiality.....	13
Statement of Child Abuse and Neglect.....	13
Classroom Visits and Lunch.....	13
Treasures from Home.....	13
Parking.....	14
Arrival/Departure.....	14
Releasing a Child.....	15
Enrolling New Student Information and Discount.....	15
Late Pickup Fee.....	15
Absences due to Holidays, Illnesses, and Inclement Weather Closings.....	15
Parent Choice Off-Week (PCOW).....	15
Withdrawal Policy.....	16
2025-26 Rates.....	17
Inclement Weather Closing Procedures.....	18
Emergency Procedures.....	18
Weather-Related Emergencies.....	19
Parent References.....	21

**Bible Center Early Learning** (Age 3-Transitional Kindergarten) is a non-profit program governed by the Bible Center School Board, which includes the Executive Pastor, Head of School, Early Learning Director, parents, and representatives from the Deacon and Elder boards of Bible Center Church.

The Early Learning program is licensed by the State of West Virginia and complies with all health and safety standards set by the West Virginia Department of Health and Human Services and the State Licensing Board.

Bible Center Early Learning operates on a nondiscriminatory basis, providing equal treatment regardless of race, color, creed, religion, gender, national origin, age, or parents' marital status. Harassment of any kind will not be tolerated.

A copy of the Licensing Requirements and Regulations is available for review in the Director's office.

## Entrance Requirements

1. Age Requirements: Children attending the Bible Center Early Learning program must be a minimum of 3 years old.
2. **Children must be fully and completely toilet trained before entering the program.** Pull-ups are considered diapers and are not acceptable. When children with special needs are admitted to the Early Learning program, every possible adjustment will be made to meet those needs.
3. Health
  - The Licensing Board requires that all children have a physical examination by a physician, and a written statement of the results (or Current Health Assessment) must be provided at the time of enrollment into the preschool
  - A statement of immunization (or a plan for completion of immunization) signed by the child's licensed healthcare care provider must be provided at the time of enrollment into Early Learning.
  - A Birth Certificate. (We can make a copy if it's an original).
4. The appropriate enrollment fee and the FACTS financial information must be provided at the time of admission.
5. A pre-admission conference is required prior to enrollment.

## Mission, Purpose, and Goals

### **Mission**

Bible Center Early Learning exists as a ministry of Bible Center Church to assist parents in fulfilling their God-given responsibilities in training their children. The services provided are designed to assist parents in meeting the demands placed on them in a contemporary life and reinforce Christian principles essential in making the home complete.

### **Purpose**

Bible Center Early Learning is viewed as a supplement to the child's family by providing a warm, secure Christian environment outside the home. The purpose of the program is to guide and nurture each child in his or her spiritual, physical, mental, emotional and social experiences, and to provide age appropriate educational and social experiences for continual growth and development.

### **Goals**

1. To provide guidance that will help children adjust to adults other than their parents and to children of their own age.
2. To share religious, social, and cultural values with children through stories, songs, verses, prayers, playing, and group experiences. The atmosphere is distinctly Christian, but non-denominational.
3. To assist in the development of academic skills and aptitudes of each child in a learning environment.
4. To provide safe and loving care for children while they are away from their parents as a supplement to their family life.
5. To offer a daily program that provides a constructive experience for each child through planned activities, creative and free play, music, stories, art projects, and developmental care.
6. To incorporate Bible stories, character building stories, and scripture memory in the curriculum.
7. To develop essential life skills such as focusing on completion of a task, acquiring self-control, using verbal communication, expanding critical thinking abilities, and comprehending the connection between behavior and consequences.

## General Program Schedule

7:00-9:00 AM	Arrival Time /Guided Play
9:00-9:30 AM	Breakfast and Conversation Time
9:30-10:00 AM	Bible Circle Time Activity
10:00-11:00 AM	Outside Play (weather permitting)
11:00-12:00 PM	Curriculum and Center Activities
12:00-12:30 PM	Lunch
12:30-1:00 PM	Wash up and get ready for nap/rest time
1:00-2:45 PM	Nap/rest period
2:45-3:30 PM	Snack and conversation time, restroom
3:30-5:00 PM	Outside Play (weather permitting)
5:00-5:30 PM	Organized and Free Play

**\*Early Learning children should be in class by 9:00 AM.**

**\*Transitional Kindergarten begins at 8:00 AM each day and operates on the same daily schedule as Early Learning at the beginning of the school. By the end of the school year, the class will have transitioned to a traditional kindergarten schedule.**

## Days/Hours of Operation and Holidays Observed

1. Early Learning will be closed for Thanksgiving (Thursday and Friday), Christmas Eve and the Christmas Holiday break (dates TBA each year), New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, and Labor Day. Early Learning will also be closed for one week at the conclusion of the summer program for In-service (dates TBA each year).
2. Occasionally, Early Learning will observe special holiday hours prior to a holiday closing. Holiday hours consist of opening at 7:00 AM and closing at 3:00 PM.
3. Early Learning is open Monday through Friday from 7:00 AM to 5:30 PM.
4. Parents are always welcome but should make appointments for conferences with teachers or director. Please be respectful of the teacher's time when dropping in.
5. The phone number for Early Learning is (304) 941-1710. The fax number is (304) 346-0433.

## Discipline

We view discipline as careful, loving, consistent training. Children will be disciplined through positive guidance, redirection, and the setting of clear-cut limits. Discipline will be designed to help the child develop self-control, self-esteem, and respect for the rights of others. We plan to use the following techniques to encourage positive behavior and to prevent misbehavior.

- The staff will set simple and clear rules from the beginning of the program so that children will learn the daily routine.
- Staff members will provide cues that indicate when an activity is about to change. For example, blinking the classroom lights will indicate that children need to be quiet and listen to an announcement from the teacher. A bell may be rung to indicate 2 minutes before cleaning up.
- Teachers and aides will provide positive reinforcement. Example: A teacher may say, "Jenna is sitting quietly and listening to our story," They will also provide positively phrased instruction to children so that they know what to do. For example, "We walk in the classroom" rather than "Don't run."
- Staff will provide consistent consequences for persistent misbehavior. The teacher will tell the child what consequences will occur if misbehavior continues. We will use natural, logical consequences as much as possible. For instance, if a child continues to misuse a toy after being shown and told appropriate ways to use the toy, the toy will be removed or the child may be asked to change activities.
- If needed, a 3- to 5-minute timeout (based upon age of the child) involving removal to a quiet area of the classroom, in the sight of the teacher, will be implemented for persistent misbehavior.

### **Continuing Difficult Behavior**

- If a child is behaving in an uncontrollable, disruptive manner in the classroom and is disrupting the activities of others, and/or doing harm to himself/herself or the environment, the teacher will remove the child from the classroom and he/she will be taken to the director's office. Such behaviors would include hurting others or having a tantrum that doesn't resolve in a reasonable time period. A parent will be called to pick up the child and a conference with the family may be in order to search for underlying causes of his/her behavior.
- When a child's disruptive behavior continues over time, the director, parents or guardians, and teacher will develop and implement a written plan for managing the difficult behavior. The plan will be filed in Early Learning's office.
- The parent or guardian will be given a written copy of the plan and written communication regarding the circumstances necessitating the plan. Parents will be provided written evaluative reports on the child's progress.

- If necessary, other professionals may also be called upon to participate in the development and implementation of the plan and may, if necessary, receive written reports of the child's progress.
- All staff members will cooperate in implementing the plan, providing feedback to the director and teacher.
- There will be no tolerance for repeated behavior that directs harm toward another child (hitting, kicking, spitting, biting, etc.). Understanding that teachers are worthy of respect, a child will **never** be permitted to hit or kick a teacher. To do so is grounds for dismissal.
- **Early Learning prohibits corporal punishment**

## Illness

While we know how inconvenient it can be for a parent to have to stay at home with a sick child instead of being at work or school, we have a responsibility to all our families to prevent the spread of infections and communicable diseases. Please do not send your child to school if he or she is ill. It is important that we do not spread illnesses from child to child, and sick children generally cannot benefit from the activities.

- If your child becomes ill during the course of the day, we will contact you to come and pick up the child as quickly as possible.
- Please report to the director if your child contracts a communicable disease.
- Do not bring your child to Early Learning when there are signs of illness developing.
- Children with a 100-degree temperature or above must be removed from Early Learning. **Children must be fever free (without the aid of fever reducing medication) for 24 hours before returning to Early Learning.**
- Children with an infectious disease must be excluded from Early Learning for specified times. Consult your health care professional or call the preschool office.
- Always follow the recommended CDC guidelines for any communicable disease or virus (such as COVID and or its variant)

Parents will receive a copy of an Illness Report, which will note any symptoms that have been observed.

### **DO NOT BRING A CHILD TO EARLY LEARNING IF HE/SHE HAS**

Runny nose with yellow/green discharge

Fever (100 degree & over)

Inflamed eyes

Nausea or vomiting

Sore or swollen joints

Sore throat



Contagious cough

Diarrhea

Enlarged glands

Skin rash

Chills

Earache

## Medication

Bible Center Early Learning will not administer over-the-counter or prescription medications unless they are to prevent a life-threatening condition. Children requiring Epi-Pens, Benadryl, or breathing treatments such as inhalers and Nebulizers will require a physician's written prescription and a completed Bible Center Early Learning medication form on file.

Sunscreen, Lip balm, and first aid spray requires a signed medication permission form. Your child's name must be clearly written on the outside of the bottle. The first application of sunscreen must be applied before coming to school.

*Thank you for your help and cooperation. The health of our children depends on you.*

## Injury

The report will be made as soon as possible following the accident. The original report will be sent home with the parent and a copy will be retained in the child's file.

## Dress and Items Needed

Children should wear comfortable play clothes which they can manage when toileting. An extra set of clothing is needed and should be left at the school in case of accidents, etc. All clothing should be plainly marked with the child's name and placed in a one-gallon Ziploc bag. Children will be playing outside. Please send the child dressed in appropriate clothing for this activity. Please dress your child for the season. Care should be exercised to remove or secure all drawstrings in children's clothing to avoid a choking or strangulation hazard. **Transitional Kindergarten students will wear uniforms on regular school days.**

Tennis shoes and socks must be worn every day. This is mandatory for their comfort and safety.

## Birthday Celebrations

Birthdays will be celebrated the 2nd Wednesday of each month. You may come and celebrate with your child at lunchtime and enjoy a special birthday treat.

**Due to licensing regulations, food brought into Early Learning to share with other children must be purchased from a store or bakery. Please do not send homemade items to the classroom. Also, balloons are not permitted.**

*If you wish to invite children to a party at another location and you would like to send invitations through the cubby system in the classroom, every girl/boy/or each child must receive an invitation.*

## Meals and Snacks

- The Bible Center Early Learning program provides a light breakfast, lunch, and an evening snack each day for all Early Learning and Transitional Kindergarten children.
- Breakfast is served at 9:00 AM for all students. Lunch is served at 12:00 noon and evening snack at 3:00 PM each day. **Parents may enjoy lunch with their child, but we ask that you contact the Early Learning office or your child's teacher prior to your visit so that the kitchen may be made aware of your visit.**

### Food from Home

Parents may send food from home if your child has specific food allergies, dietary needs, or is an extremely picky eater. ***(Documentation from the child's physician must be noted on the health form concerning special dietary needs)***. A bag lunch containing healthy foods may be provided from home. Please avoid "junk" foods when packing lunches. Excessive "junk" foods may be substituted with healthier options from the menu. If a lunch is forgotten at home, parents will be contacted.

Occasionally you will be asked to provide a bag lunch for your child for a special activity or event. The following are just a few suggestions when packing a lunch:

- Cut pieces of fruit (remove seeds, cut into bite size pieces)
- Toasted whole grain breads or crackers with fruit or cheese spread
- Lean meats
- Apple slices with caramel or yogurt dip
- Mini rice cakes
- Applesauce or other fruit cups
- Cheese sticks
- Muffins
- Snack size yogurt or pudding
- Celery sticks with cream cheese

***Foods that are not acceptable: foods containing nuts or nut products, chocolate, candy, high sugar content items, Kool-Aid type drinks, etc.***

## Quiet/Rest Time

Children will have a rest after lunch. We do not require children to sleep, but we ask all children to rest quietly during this time. Early Learning will provide a cot and a sheet for quiet time. Parents provide a small lightweight blanket, travel size pillow, and pillowcase. All items must be

labeled with the child's first and last name. Children may bring in a small stuffed animal for rest time if they wish to.

## Insurance

Liability insurance is carried to protect the children, staff, and the facility in case of an accident. This liability insurance does not replace personal health insurance.

## Field Trips (TK-5)

- All permission forms will require a parent or guardian signature.
- Children who are not transported by parents will be taken to and from field trips via approved vans or buses. All children will be brought back to Early Learning. Children may not be dropped at their home.
- Parents will be notified well in advance of any planned excursions and have the right to decline their child going on an excursion.
- Parents are welcomed and encouraged on any excursion.
- When required by law, parents will provide a car seat/booster seat on the day of the field trip. Every car/booster seat must have the child's name clearly written on the outside.

Keeping children safe here in Early Learning and away from our facility is of great importance; therefore, it is imperative that children obey and follow the rules. Any child, who does not obey and follow the rules of safety, will not be permitted on future excursions.

***Note: Children enrolled in Early Learning do not take off-site excursions. This policy is noted for children in the Transitional Kindergarten and the summer care programs only.***

## Parent's Responsibility

We enjoy having parents participate regularly in the daily activities and events of the program. The time you are able to spend in the classroom reading or having lunch with your child is invaluable. We would also encourage parents to join us when we go on field trips or to share your talents or skills in the classroom.

There are a number of ways you can assist us in providing your child with the best possible preschool experience:

- Supporting and encouraging your child to develop a positive sense of self-worth
- Discussing any problems or concerns directly with the teacher or director
- Visiting the classroom
- Reading notices, monthly newsletters, and reviewing the monthly calendar

- Offering to share any hobbies, interests, or expertise you may have with the children (i.e. playing an instrument, providing a craft/art activity, reading, etc.)
- Understanding that when a teacher has a suggestion or observation to share with you about your child, she is trying to be helpful and not critical. The happiness and well-being of your child are uppermost in the teacher's mind.

## When to Notify the Early Learning Office

**Please notify the Early Learning office for the following: (304) 941-1710**

1. A person other than those authorized will be picking up their child for any reason.
2. The child is going to be absent or arrive late.
3. Any change of address, telephone numbers of a person(s) to notify in case of emergency, or any change of physicians.
4. If you are unable to attend orientation night, or you need to request a Parent-Teacher conference.
5. If you must withdraw your child from Early Learning, **please give the Early Learning office at least a two (2) weeks' notice** prior to removing the child. Otherwise there will be an early withdrawal fee applied to final billing.

## Grievances, Conflicts, or Concerns

The staff and director of Bible Center Early Learning are here to help you with any conflicts or concerns you may want to share. If you have a concern or a conflict, please feel free to speak with the person directly involved or speak with the director within one week of the incident. It is our desire to resolve any concerns or conflicts you may have and to listen to any suggestions. If concerns cannot be resolved, you may request a meeting with the School Board. Your request will be honored at the next regularly scheduled meeting. You will receive a response following the meeting.

## Teacher/Parent Communication

- Daily reports are sent home for the first week or two.
- A monthly calendar and newsletter that will include special events, concepts being taught, and other information about special activities in the classroom.
- Texting (with permission) is another way to enhance home/school communication. Please respect the teacher's instruction time and be reminded that an immediate response may not be possible. If immediate response is required, please call the office at (304) 941-1710
- Please respect the teacher's personal time outside their regular working hours.

- If you would like to arrange a Parent/ Teacher conference, this can be arranged between 1:00 and 2:30 PM, Monday-Friday.

## Confidentiality

Some of the information shared between families, teachers, and the director is of a personal and private nature. We will share this information only with those staff and professional consultants who have a "need to know." We will not share information with other parents, employees who do not have direct contact with the family or others who have no professional need to have such information.

Access to student records will be permitted to the Department of Health and Human Resources for the purpose of demonstrating compliance with the licensing standards.

## Statement of Child Abuse and Neglect

Any suspected abuse and/or neglect of a child will be reported in accordance with WV Code 496A-1.

## Classroom Visits and Lunch

The teachers may have a list of times when they would like volunteers to help with special activities or projects. You may sign up and volunteer if you would like to help.

We want this to be a happy and satisfying experience for both you and your child. Please feel free to make suggestions and to report successes or special events in your child's life. Also, please speak with the teacher or director about any fears or unhappiness your child may develop.

## Treasures from Home

While we do not wish to dampen your child's enthusiasm, please limit the number and size of the toys brought from home. Please limit to one, small item. Children must be willing to share their toy with other children. This can present some discomfort and disagreement at times. If the toy becomes an issue in the classroom, the teacher will put the toy in the child's cubby for safekeeping. Note sleep toys will not be shared with others.

Treasures can be lost or broken. If your child chooses to bring a toy to class, Bible Center Early Learning will not assume responsibility for loss or damage.

***Please do not allow your child to bring guns, swords, action figures, or other items that could cause disruptive behavior in the classroom. Any of the previously mentioned items will be taken and placed in the child's cubby for safekeeping.***

***Please explain the toy policy to your child, as will the staff.***

## Parking

- Please avoid parking in handicap space unless you have a handicapped permit.
- **Do not leave your car running** to come inside the building.
- **Avoid leaving children alone** in your parked car to come inside.
- Drive **slowly through parking lots**.
- **Always hold your child's hand** when entering or exiting the building and parking lot.
- Do not park in the Kindergarten drive-through lane.
- Do not leave your purse or wallet inside your car (even if doors are locked).

## Arrival/Departure

- Early Learning will use lower-level entrance when dropping off or picking up a child.
- All children must be escorted to or from the classroom during drop off and pick up and children **MUST** be signed in and out at the kiosk by a parent or guardian. **(Children may not check themselves or other students in)**.
- For your child's safety and the safety of others, do not permit your child to run in the building.

***Elevator Usage: Unsupervised children are not permitted to use the elevator. A parent or guardian must accompany the child. For your child's safety, please do not allow them to put their hand on a moving elevator door. Hands could be pinched or wedged between the door and the jamb.***

**REQUIREMENT:** Children are required to be checked in and checked out each day of attendance.

### Procedure:

1. Go to the Kiosk location and sign your child in or out.
2. Only after you check your child in or out, take your child to their classroom. In the evenings, children usually are playing outside (weather permitting) each day.
3. After you sign them out you may choose to either drive to the play area to pick up your child, or you may walk to the play area and then walk back to your car. Remember all doors automatically lock once you exit. Assigned key-fobs or being buzzed in at the upper-level front entrance will be the only entry point into the building.
4. Follow the driveway to exit at the traffic light on Corridor G. Please do not go out the way you came in. The alley is one-way.

### **Drop-off/Pick up – Transitional Kindergarten**

Transitional Kindergarten children may be dropped off and picked up on the same schedule as preschool students.

## Releasing a Child

- Children may only be released to those authorized on the Authorization of Pick-Up Form.
- Those involved with picking up a child must be on the child's "Pick-up" list and have a photo identification to present to the staff upon request. Any changes to the Authorization of Pick-Up Form must be given to the office in writing. Please do so in a timely manner.

## Enrolling New Student Information and Discount

Bible Center School and Early Learning has contracted with FACTS Management Company to manage our tuition payments. FACTS serves over 4,000 schools nationwide and is the industry leader in tuition management for private and faith-based schools.

We want to make all of your arrangements with Bible Center Early Learning the best possible. If you have any questions or concerns, please don't hesitate to email or call Machele Huffman at (304) 941-1710 x242, or Cindy Clark at x213.

Please email Romie Mundy if you plan to pay your tuition in full, for available discounts, and for any billing questions you may have ([rmundy@biblecenterchurch.com](mailto:rmundy@biblecenterchurch.com)).

## Late Pickup Fee

### (Pick up after 5:30 PM)

Early Learning closes by 5:30 PM each day. A late pick up fee will be assessed as follows:

- Late fee is billed \$50 per quarter hour after 5.30 PM.

## Absences due to Holidays, Illnesses, and Inclement Weather Closings

**Parents will be charged for the prearranged attendance period regardless of absence due to holidays, inclement weather closings, or illness.** *There will be two weeks that Early Learning will not be in session—the week beginning with, or slightly before, Christmas Eve and the week at the conclusion of the summer program. These two weeks are NOT included in your annual total billing.*

## Parent Choice Off-Week (PCOW)

PCOW will be available following 3 (three) months of preschool attendance. Credit for the PCOW will be applied to the next applicable payment if tuition and incidentals are current. If payments are in arrears PCOW may be applied at the end of the preschool term. *Please note that a PCOW form must be filled out and turned in to your child's teacher or the Early Learning office. (The student must be out of Early Learning the week you intend to use as your Parent-Choice-Off Week.)*

## Withdrawal Policy

Please give a minimum of two weeks' notice prior to withdrawing your child from the Early Learning. This will allow time for the business office to notify FACTS that your account will be terminated.



## 2025-26 Rates



**BIBLE CENTER<sup>®</sup>**  
**SCHOOL**

### **2025-26 Tuition & Fees** Early Learning (3s/4s/TK)

#### **EARLY LEARNING ENROLLMENT/REGISTRATION FEE**

All New Early Learning Students (Family Fee)	\$250
Re-enrolling Early Learning Only Students (Family Fee)	\$150

<b>3-4 YEAR-OLDS</b>	<b>RATES</b>
Full Time - 5 days per week	\$260 weekly
Part Time - 3 days per week	\$220 weekly
Additional Daily Rate for the 4th-5th days	\$60 daily

<b>ITO CLASS - INSTRUCTIONAL TIME ONLY (Full Time Only)</b>	
8:00 AM-12:30 PM   Full Time 5 days	\$220 weekly
Before Care   Drop off before 8:00 AM	\$10 per hour
After Care   Pick Up after 12:30 PM	
<b>TRANSITIONAL KINDERGARTEN</b>	<b>RATES</b>
5-year-olds	
Transitional Kindergarten	\$260 weekly (no part time rates)

**Supply Fee: \$100 per semester** - billed Fall/September, Spring/January

**Capital Improvement Fee: \$365**

**Late Pick Up Fee: \$50 per quarter hour.** (Any pick up after closing at 5:30 PM)

**Discounts: 2nd child discount 5%** tuition discount for full time student only  
**3rd child discount 20%** tuition discount for full time student only

(For information on multiple-child discounts, contact Business Office Director Romie Mundy at [rmundy@biblecenterchurch.com](mailto:rmundy@biblecenterchurch.com).)

*Revised 01/06/2025*

## Inclement Weather Closing Procedures

When school needs to be closed or delayed, you will receive a text message alert through FACTS. ***Please make sure all contact information is up to date.*** Parents may update their contact information by logging in to FACTS. (Email [Principal Schafer](#) if you have any questions or need help updating your contact information.)

Snow days are challenging for everyone. Bible Center has a practice of being open if at all possible. Generally, we will close only in extreme conditions. Bible Center School does not necessarily follow the Kanawha County closings. BCS typically does not dismiss early due to weather. All families should make the safest decision when deciding whether or not to attend school on days with inclement weather.

- Decisions about closings or delays will be made by 9 PM the night before OR by 6 AM on the day in question.
  - Drop-Off for Early Learning students: between 9:00-9:30 AM.
- If the school day has been placed on a 2-hour delay, school administration will decide by 7 AM whether or not to close the school for the remainder of the day.

## Emergency Procedures

Knowing that preparation is the best preventive medicine, we wish to inform you of emergency procedures Bible Center Early Learning will take in the event of any threat to the safety of children enrolled at our site.

Should the Kanawha Valley be the target of any aggressive act, bomb threat, chemical accident, or other harmful situation the following procedures will be initiated:

### **PROCEDURES: EVACUATION IN THE EVENT OF A BOMB THREAT**

- A call to 911 will be placed immediately.
- All students and personnel will evacuate the building in accordance with regular fire drill procedures.
- Smaller children would be moved off-site using our vehicles.
- As vehicles become available, older children will be transported off-site as well.
- Weather permitting older students along with staff will walk to a designated area away from the site.

### **PROCEDURES: SHELTER-IN PLACE IN THE EVENT OF CHEMICAL ACCIDENT**

- At the prescribed signal, students will move in an orderly manner to the large auditorium (called the RIM) on the main level.

- All outside doors will be sealed and locked.
- Signs will be posted on all outside doors which will read:

***EMERGENCY***

***ALL DOORS ARE LOCKED AND SEALED***

***NO ADMITTANCE***

- The ventilation systems of the building will be shut down.
- Students and personnel will remain in the RIM until we are advised by area officials that the threat is over.

The Kanawha County Board of Education has advised that the best prevention against chemical accidents is to keep all doors locked and sealed. To open a door would allow chemicals to enter the building. This would expose occupants of the building to the chemical unnecessarily.

Although the natural reaction would be to come and get your child. The best action is to allow your child to remain in our secure location.

Our desire of course, is that these procedures will never have to be used. Nevertheless, we must be careful guardians of the children both you and the Lord have entrusted to us.

Thank you for your help and cooperation in this matter.

## **Weather-Related Emergencies**

**Watches:** Indicate that conditions are right for the development of a weather hazard. Watches cover a larger area than warnings. Watches have lead times of approximately 1-2 hours (tornado or thunderstorm), 3-12 hours (flash floods), and 12-36 hours (river, floods, or winter storms).

**Warnings:** Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings have lead times of approximately 30 minutes or less (for thunderstorm type events), and 6-18 hours (for river floods and winter storms).

**Advisories:** Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g. 2-3 inches of snow, dense fog). Advisory lead times are the same as warnings.

### **Principal/Designee Actions**

#### **Upon Issuance of WATCH or ADVISORY**

- Continue normal activities
- No school-wide announcement needed
- Monitor Weather Reports for change in conditions

**Upon issuance of a WARNING:**

- Be prepared for severe and dangerous weather situation approaching
- Alert staff of impending situations
- Call emergency numbers as needed
- Make announcement and sound alarm
- Get word to all students and staff who are outside
- All students and staff should proceed to designated safe areas
- Follow standard student accounting and reporting procedures
- Wait for further instructions
- Remain in shelter areas until the “all clear” is given

**If Building is damaged**

- Call 911
- Check for injuries and administer First Aid

## Parent References

Mr. and Mrs. Nathan Arnett

304 Cambridge Pointe

Charleston, WV 25309

(304) 744-4846

Mr. and Mrs. David Mullett

1100 Creekstone Ridge

South Charleston, WV 25309

(304) 306-4199