

Child Development Center Security and Emergency Procedures

Currently, the Center observes the following security settings:

- Authorized family members are required to sign-in and sign-out children at all times.
- All students conducting observations in the Center are required to sign in and sign out at the front desk.
- A staff person is stationed at the front desk monitoring traffic in and out of the building at all times.
- All gates and access to playground remain locked.

The following procedures will now be added to our daily routines beginning Spring 2013, when the children come back into our care:

- All teachers will carry their keys with them at all times in order to go into any area of the Center.
- The front desk will always have someone present to monitor traffic of observation students, parents and visitors.
- All academic classrooms will be locked and remain locked until a faculty member is present to allow students entry.
- All students entering the Center will be required to wear a name badge, and leave backpacks in the front closet.

For additional help and resources on how to cope and deal with the tragic shootings, you can look on the following links:

<http://www.naeyc.org/content/coping-school-shooting>

http://www.nasponline.org/resources/crisis_safety/terror_general.aspx