

	Preparatory School Safety Policy and Procedures	Effective:	February 1, 2006
		Originator	Erica Ellis and Jane Sandquist
		Last Updated:	January 31, 2006
		Updated by:	E. Ellis

1. Purpose:

1.1 The purpose of this policy is to ensure the safety of students attending the Preparatory School.

2. Scope:

2.1. This procedure applies to all Preparatory School staff, children who are attending the Preparatory School, and the parents/guardians of those children.

3. Procedure

3.1 A completed medical form and immunizations records is required to be on file for all students attending the Prep School. A copy of the medical form must also be given to the nurse.

3.2 Students may arrive at school at 7:30. Classes begin at 8:00. Students arriving between 7:30 and 8:00 report to the playground where an assigned teacher will be on the playground to monitor the students.

3.3 Between 8:00 and 3:00 each teacher is responsible for his/her students. Children are not to be left unattended. In case of medical emergency during these hours, the nurse and the parents of the child will be contacted.

3.4 Parents are encouraged to pick their children up at 3:00 pm whenever possible. An after school program is provided for students in K-12 whose parents are involved in teaching or attending classes and labs from 3:00-5:00 and are unable to pick them up at 3:00. Students attending after school must remain with the person in charge of the after school program and follow the designated program. Children may not be on campus or unsupervised in parent offices at any time.

3.5 During the after school hours of 3:00-5:00 pm in case of emergency the after school coordinator will attempt to contact the parents of the child and, if necessary, the Security officials.

3.6 Any student leaving campus for a school field trip must have a permission slip signed by his/her parent(s).