

WELCOME FROM THE DIRECTOR!

Dear parents:

Welcome to St. Margaret's Episcopal School (SMES)! SMES was founded in 1983 as a *Mother's Day Out* program meeting *only* two days a week. It has since grown into the school we have today and meets the needs of our families with part time and full time options. We pride ourselves on continuing to provide a warm, secure and loving Christian environment for toddlers, preschoolers and pre-kindergarteners.

At SMES we believe children learn best by doing. Our program practices are conducted using developmentally appropriate practices with a play based learning environment. Developmentally Appropriate Practices (DAP) is research based and supported by the National Association for the Education of Young Children (NAEYC). These methods are carried out in a secure environment where children are accepted as individuals, made in God's image, with individual needs. St. Margaret's Episcopal School accepts all children regardless of race, color or creed.

All children attending St. Margaret's Episcopal School will receive Christian teaching, including bible stories and christian songs. The children will attend chapel daily.

We are excited to have you as a part of our St. Margaret's School Family! If you have any questions or concerns regarding any of this information, please call or visit the St. Margaret's Episcopal School office (210)657-3328.

Joy and Blessings,
Helen Knight
School Director

OUR MISSION

To provide early childhood education in a safe, loving environment that nurtures and develops the whole child intellectually, spiritually, and emotionally.

GENERAL INFORMATION

St. Margaret's Episcopal School is licensed by the Texas Department of Human Services. You may view our license and our most recent licensing inspection report in the school office. Our local licensing office may be reached at (210)-337-3399. We meet or exceed all of the standards set by the state.

All of our staff members are thoroughly screened by the state of Texas, as required by the Texas Department of Family and Protective Services, and fingerprinted for an FBI background check. Furthermore, all employees also submit to screening by the Episcopal Diocese of West Texas and receive the Diocese of West Texas "Safeguarding God's Children" sexual abuse prevention training.

The school is staffed by caring, degreed or otherwise exceptionally well-qualified teachers. We are fortunate to have experienced teachers who have a genuine commitment to teaching young children. All SMES staff participate in a yearly inservice training as well as receiving a minimum of 24 hours of Early Childhood Education. The director receives a minimum of 30 hours of continuing education. The entire staff is also required to be trained in CPR and First Aid.

HOURS OF OPERATION, HOLIDAYS AND CLOSURES

The first day of school for the 2023/2024 school year is **August 14** and the last day of class is **May 24**. Please note that "Meet the Teacher" is held prior to the first day of class. A SMES calendar is published yearly in August after consulting the North East Independent School District (NEISD). Please consult our website at www.stmargs.org for the most up to date calendar.

Classes are held Monday-Friday, with the option of 3 days, 4 days or 5 days, from 9 AM to 2:30 PM. All students are expected to be on time and attend classes regularly. Children should be picked up promptly at 2:30 PM.

The school office is normally open from 9:00 AM to 2:30 PM on school days. If we are not in, please leave a message on the voicemail, and your call will be returned as soon as possible.

When inclement weather or another unexpected event requires special precaution, the school may be forced to close. If NEISD closes due to these circumstances, St Margaret's Episcopal School will also be closed. Be sure you have subscribed to **Class Dojo** notification app or listen to your local TV or radio for information about school closures.

EXTENDED CARE

We offer extended care from 7:00 AM-9:00 AM and from 2:30 PM-5:45 PM. All students must be walked in and picked up by a parent or adult approved by the parent. Parents need to send a snack for their child for this time of day. The school will have extra snacks on hand in the event that a student forgets to bring their own. Drop-in care is an option according to a space available basis. You must call the office to request a reservation.

ENROLLMENT PROCEDURES

A yearly non-refundable registration fee of \$75 per student is required to secure the student's classroom spot at Margaret's Episcopal School. The registration fee reserves your child's class space as specified on the registration form. A signed admission form and shot record must be on file for each child enrolled in the School.

ENROLLMENT REQUIREMENTS

St. Margaret's Episcopal School accepts children from the ages of 18 months through Pre-Kindergarten during our school year. We also accept elementary age children from Stahl Elementary school into our afternoon extended care program. The acceptance of underage students is at the discretion of the director **BUT MUST** meet state guidelines.

Before the child's first day of school, proper forms must be completed and returned to the school office. The forms include the enrollment form, the emergency medical authorization, child assessment form and the medical record form which must be signed by the parent and a physician. **This medical form must be received before your child can attend class.** All students four years of age and older **must** have a vision and hearing screening. This is a state requirement. SMES does not provide this service.

A child is considered enrolled when their name has been added to class list and the required enrollment fees have been paid.

The school makes an effort to accommodate all children, but our school reserves the right not to accept a child whose needs require individual attention and/or resources that cannot be provided by our staff. The school reserves the right to refuse care for a child if the parent's account is delinquent and if the parents have failed to pay outstanding charges.

Each parent must provide a current telephone number where they can be reached in the event of an emergency. Two alternate persons shall also be indicated and have a current number listed on the enrollment form.

Each parent must sign the forms in the back of the booklet, stating that they understand and accept all policies set forth by the St. Margaret's Episcopal School Board.

All parents will be notified in writing of changes made to school policy, Parent Handbook, or special events.

TUITION, PAYMENTS AND FEES

St. Margaret's Episcopal School is a nonprofit corporation. Our budget is set annually, and we are completely dependent on the tuition generated yearly for school operating expenses such as facilities usage, custodial fees, office expenses and salaries; therefore, tuition is based on a school year and paid in **10 equal payments**.

Monthly tuition is due on or before the first day of the month. After the 5th day of the month a **\$25 late fee** will be charged. There are no credits for illness, vacation time or other events that require school closures. There is a **\$25 fee** for checks returned due to insufficient funds. Tuition payments may be made in the school office by cash, check, money orders, or credit/debit cards. You may also pay online at <https://onrealm.org/StMargarets/-/give/now> (be sure to select ST. MARGARET'S EPISCOPAL SCHOOL from the drop down menu). Credit/Debit Card Fee: The school is paying these fees - there is an option online to cover them to assist in our ministry.

We offer a \$10 per month discount to all families who set up the auto-pay option. Payments will be processed on the 1st of each month. Please contact Gretchen in the church/school office to set this up.

Each January, new tuition rates will be published for the following school year once approved by the SMES school board.

WITHDRAWAL POLICY

A written notice must be given to St. Margaret's Episcopal School Director at least 30 days prior to the withdrawal date. If this notice is not given accordingly, you are responsible for paying the 30 days of tuition.

SUSPENSION OR EXPULSION

A student may be suspended or expelled for behaviors that are inappropriate for developmentally appropriate stages, that endanger themselves or others or if the school is unable to meet an individual's needs. There will always be a call and/or conference with parents/guardians to establish a plan of duration and terms.

EDUCATIONAL PHILOSOPHY

Our goal is to provide a program that combines developmentally appropriate teaching techniques set by the National Association of Education of Young Children (NAEYC) and current educational philosophy with a secure and stimulating environment. Each child has the opportunity to grow creatively, physically, spiritually, emotionally, mentally, and socially at their own rate. Time and space are organized to encourage active exploration by each child. Freedom of choice and self-directed time are scheduled in addition to teacher-directed time and structured activities. Children experience joy in learning and build positive self-esteem as they discover and explore. Concrete experiences provide the conceptual background necessary for the later development of all abstract learning.

Children learn by "doing". In the learning environment, each child's imagination, independence, curiosity, and creativity is encouraged. Our curriculum encourages children to be actively involved in the learning process, to experience many developmentally appropriate activities, and to pursue their own interests while learning about life and how they relate to the community and to the world.

CURRICULUM

Toddlers

Our Toddler classroom uses child-directed and center-based activities. Your child will learn through using their senses, exploring their environment, and interacting with their teachers. Multi-sensory learning and play opportunities will encourage your child to develop more concrete ideas about their own personal little corner of the world.

2 year-olds

Our 2-year-old curriculum consists of hands-on activities that help children develop habits of observation, questioning, listening, creativity, and discovery. This fun and interactive program helps each child develop the skills necessary for success in preschool.

Preschool (3 year-olds and PreK)

The preschool curriculum is planned by each teacher based on a yearly outline of thematic topics. Social development, cognitive skills, language skills, and perceptual skills are all emphasized through play in our learning centers and in circle-time activities. We believe each child is unique and develops at their own rate. Because play is a child's "work," the classroom is divided into carefully curated learning centers, which provide opportunities for children through various activities. The children are provided with daily experiences that will promote their overall level of development. In addition to thematic units, letter and number hands-on learning activities are provided..

Enrichment Classes

Our programs and enrichment include but are not limited to Library and Story Time, Chapel, Indoor and Outdoor Motor Skills and In-house Enrichment Presentations.

Religion

Christian Holidays are celebrated. All students will attend daily chapel.

Discipline

Modeling expected behaviors, redirecting children to an acceptable activity, and setting clear limits are methods of positive guidance techniques used at SMES. Children are given the opportunities to develop social skills such as cooperating, negotiating, and talking with the person involved to solve interpersonal programs. Children are taught to express their feelings in a socially acceptable manner. In cases of extreme inappropriate behavior or continuous behavior problems, parents will be notified. Cooperative plans for resolution will be developed. St. Margaret Episcopal School believes in a positive atmosphere for learning.

Discipline problems which have reached a level to warrant a visit with the Director will result in a note sent to the parents and/or a phone call home each time the child is brought to the Director so that the

parents are aware of the situation at hand. If necessary, the school may request that the parents seek out professional resources for the child.

In the event that serious behavior cannot be resolved, the student will be dismissed from St. Margaret Episcopal School.

Communication

The primary source of communication will be through email and our ***Class Dojo*** app. Please be in the habit of checking the app frequently so that you don't miss out on important information about school. You may also find information in your child's take home folder. A class calendar and newsletter will be sent home in your child's folder at the beginning of each month. Please read daily it to see what activities or special events are planned for the day and to promote conversation with your child about their day. Email or class dojo are the preferred modes of communication with teachers. Please note that a teacher may not respond to your email or message on Class Dojo during the school day as their focus will be on the children. Contact the office should you need to get an important message to your child's teacher.

Daily Schedule

Each classroom has a daily schedule posted. The schedule has been designed to alternate between large and small group times and active and quiet activities as well as to allow sufficient time for centers and outdoor play.

ARRIVAL AND DISMISSAL

Sign in/Sign out

When your child is dropped off each day, please sign in next to your child's name and indicate your time of arrival. At pick up, repeat the process by signing your name and time. If you carpool or have other people bring or pick up your child, please make them aware of this policy. Children can only be released to a pre-authorized person, and they may be asked to provide identification if they are unknown to school staff. If your child is coming from or going to extended care, the teacher will sign your child out of one class and into the next class.

Please use outside doors when dropping off your child(ren). Do not go through the inner doors between classrooms.

Outside doors will be locked at all times. You may knock on the doors between the time of 9-9:15 AM and again from 2:15-2:30 AM for teachers to open. Times between 9:15-2:15 teachers are not permitted to open the doors.

Late Arrival

If you arrive after 9:15 AM, you must check in with the school office, located in the church, to obtain access to your child's classroom. Please be respectful of your child's teacher and our office staff and do your best to arrive on time. This is for the benefit of your child, not having to miss out on valuable classroom time with their peers and teacher.

Authority to Pick Up

Staff members can release your child only to adults who have been authorized in writing to pick up your child. Authorized persons are identified on the enrollment form, emergency card and the pick up authorization form. If anyone other than yourself will be picking up your child, please notify the teacher that morning. A signed note from you will be required if the person picking up your child is not on your emergency information form or the admission form. When anyone other than you is picking up your child, a picture I.D. will be required. Please call the School Office if you have an emergency and someone different will be picking up your child (210)657-3328.

Late Pick Up Fee

Children should be picked up no later than 2:30 PM. Late pick up will be discouraged by a late charge of **\$5.00** per five minutes late, beginning at 2:35. If your child participates in our extended care program and you are late to pick up, you will be charged the late fee at the same rate, starting at 5:35pm. Payment must be received no later than the following day the late pick up occurred. Time will be determined by the School Clock. Please note if you are late more than three times during the program year, the charge will be raised to **\$7.00** for every 5 minutes.

If an unavoidable delay or emergency occurs, we ask you to call the school office immediately as children become anxious and it is reassuring when the staff can assure them of your whereabouts. We also have a "drop-in" extended care fee for \$10/HOUR during our extended care hours to help when the need arises. Please make a reservation for extended care by calling the school office.

Safety Precautions

Never leave children unattended in your car. Also, lock your car and do not leave your purse or other valuables in sight. This is for your safety and well being, as well as for that of your children and possessions

Clothing

As you plan your child's wardrobe, consider the variety of activities that your child participates in on a typical day. We suggest comfortable and washable clothes that are free of complicated fasteners. Your child will play in grass, pea gravel and sand, so we recommend sneakers. **NO CROCS OR SANDALS PLEASE.** Be sure that your child has adequate clothing for outdoor play. In addition, please put a change of clothes (top, bottoms, underwear, socks) in a labeled Ziploc bag in your child's backpack. Please label jackets with your child's name.

MEDICAL REQUIREMENTS AND HEALTH PRECAUTIONS

Medical Forms

Each child must have a current medical form on file in the office listing proof of immunizations. This form must be signed by you and your physician and must indicate the status of your child immunizations.

Medication

Medication may be administered to your child ONLY if the parent fills out the proper form in our school office. Medication must be in its original container/packaging. The medication permission form includes the medication name, dosage and time the dosage is needed. All medications will be stored in the school office (excluding diaper ointment, sunscreen and bug spray).

Insect Repellent and Sunscreen

St. Margaret's Episcopal School does not provide insect repellent or sunscreen. In the event a parent wants their child to have either, the parent must apply before the child is in class. In the event that the child is in care for an amount of time that reapplication is necessary, the parent must provide the product in the original container with the directions provided on the product. Product directions will be followed. In addition, the parent must fill out a medication form.

Vision and Hearing Screenings

Texas Health and Safety code #36 requires screening or professional examination for possible vision and hearing issues. All children four years old or older must have a Vision and Hearing screening on file in the school Office This is required of all children enrolled in a licensed childcare setting. SMES does not provide a hearing and Vision screening for students.

Emergencies

In case of an accidental injury or severe illness, we will first contact the child's parents, then the designated emergency person. If necessary, the school will arrange for emergency medical care. It is the parent's responsibility to keep the school records updated with current telephone numbers and emergency information. If your child's illness or injury is considered an emergency, EMS will be called. We will send all children transported by EMS to Northeast Methodist Hospital located at 12412 Judson Road, Live Oak, TX (210)757-7000.

Accidents

Parents will be informed of any accidents involving their child during school hours. A written report will be made and signed by the teacher and a parent or guardian. Such reports will be filed in the school office.

Insurance

St. Margaret Episcopal Church and School carries liability insurance.

ILLNESS POLICY

Children cannot come to school ill. If children are at school they will be expected to participate in all class activities including going outside when weather permits.

Children must be free of symptoms of illness for 24 hours before returning to school. These include

- fever higher than 100
- internal symptoms such as diarrhea, nausea or vomiting
- runny nose that is not clear or opaque (yellow or green discharge indicates a probable cold or infection)
- cough, unless allergy related
- conjunctivitis (pink eye)
- sore throat or difficulty swallowing
- mouth sore with drooling (including cold sores)
- rashes of unknown origin

If your child becomes ill while at school and you are called, **please pick up your child promptly.** Parents will be notified that their child needs to be picked up if:

- A child is not participating comfortably with indoor or outdoor activities.
- The child has an axillary (armpit) temperature of 100 degrees accompanied by behavior changes or other signs or symptoms of illness
- If a child shows symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting episodes, rash, mouth sores with drooling, behavior changes or other signs the child may be severely ill.

When a child becomes ill we will isolate them from the group and contact you to pick your child up as soon as possible. In the case that a parent cannot be contacted, a person listed on the emergency contact list will be contacted.

Communicable illness

Report to the school any contagious diseases your child contracts. The STES, in turn, will notify you if any contagious diseases are present in your child's classroom. If your child has a contagious disease, a doctor's note stating the child is clear to return to school will be needed. Communicable illnesses would include but not be limited to:

Flu	COVID-19	Pink Eye (Conjunctivitis)	Head Lice
Strep Throat	Fifths Disease	Chicken Pox	Rotavirus
Mumps	Measles	Whooping Cough (Pertussis)	Shingles

Health checks

Our teachers are authorized to refuse admittance who has or has had, within 24 hours any of the above symptoms. We ask that you do not put our teachers in that awkward position. If you are in doubt about bringing a child, call the school office and discuss the symptoms with the office staff. Your child's teacher will do a visual health check daily. Please make your teacher aware of any injuries your child has incurred since the last date of attendance.

Special needs

If your child is under a medical doctor's care for a documented medical condition that may require special treatment outside the normal training for our staff, please make an appointment with the Director and teacher to make a plan of action. If after the meeting further action is required, more detailed information may be requested from the treating physician.

Let's work together to keep our school healthy!

LUNCH AND SNACKS

SMES is committed to good nutrition as an integral part of your child's school experience. The children not only benefit physically but also learn the principles of good nutrition. We ask that you send a healthy lunch and snacks for your child. Please do not send candy, cookies or chocolate in your child's lunch or for snacks. If your child has these items in their lunch the teachers will pack up these foods and send them home. Please do not put your child teacher in a position to have to say no to your child's lunch choices.

Lunch

Please send food that is ready to serve, cut into appropriate sizes, washed and ready to eat. Avoid foods that require heating or refrigeration. If food needs to be kept cold, please include an ice pack in your child's lunch box. Lunch should be a one, divided container, bento style box work well.

Snack

Each child will be assigned to bring snacks for the entire class on a rotating snack schedule. Your child may bring a store-bought sweet treat (not homemade) for his/her birthday, but all other snacks should be healthy. We want to promote healthy eating habits. Consult www.snacksafely.com/snacklist for more information. Teacher will send home a snack idea list at the beginning of the school year.

PARENT INVOLVEMENT

Parents are always welcome visitors at STES. Various special events are held on the school campus and parents are encouraged to attend. Parent volunteers also plan class parties, work on school fundraisers, assist the classroom teachers, and volunteer for other activities. Opportunities will be sent to you by your child's classroom teachers/ room parents or class dojo.

Classroom Parties

The students may have several holiday parties/special snacks that may or may not require parent involvement. These holidays include Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and the End of the year. The parents may provide party refreshment, games and crafts, or other activities. Party favors are optional. Due to choking hazards, we request that you do not bring balloons. The classroom teacher will furnish a sign-up sheet and party guidelines. The classroom teacher will also plan activities for other holiday celebrations.

Please remember these parties are planned for students in the classroom. It is not encouraged to bring siblings to class parties. There may be items that are not age appropriate for that child in the classroom. We appreciate your support and understanding.

Birthdays

Birthdays are special occasions at SMES. You may bring a birthday treat for snack time. Please discuss the details with your child's teacher. Suggested treats are store bought small muffins, cookies, or lightly iced mini- cupcakes. All birthdays will be recognized during chapel with a birthday blessing and song. If birthday invitations are distributed at school, ALL children in the class must receive one. A special book *may* be donated to the school library in honor of your child's birthday. After the gift is shared with the child class, a book plate is put in the book stating who donated the item. The book is then placed in the class library for all students to enjoy.

Fundraisers

St. Margaret's Episcopal School plans multiple fundraisers each school year. We ask that all families take part by volunteering, attending, and/or donating to them. School sponsored fundraising efforts help provide for school improvements and scholarships for our students. School Fundraisers include but are not limited to fall festival, spring festival, Spirit Nights and Texas Roadhouse. Our largest school fundraiser is the Spring Festival held in April.

Visitations

Parents are welcome to schedule a conference with the teacher and/or Director at any time. Please make an appointment with your child's teacher or the director by calling the school office (210)657-3328.

Parents are welcome to observe their children in class at any time. We do ask that your visit be conducted so as to not disrupt the classroom schedule. Please schedule with your teacher if you would like to visit in the classroom.

PREVENTING AND RESPONDING TO CHILD ABUSE AND NEGLECT

Texas Department of Family and Protective Services (DFPS) as a central place to report:

- Child abuse and neglect
- Abuse, neglect, self-neglect, and exploitation of the elderly or adults with disabilities living at home.
- Abuse of children in child-care facilities or treatment centers.
- Abuse of adults and children who live in state facilities or are being helped by programs for people with mental illness or intellectual disabilities. These are run by the Texas Department of State Health Services (DSHS) or Texas Department of Aging and Disability Services (DADS).

If you suspect neglect or abuse of a child, call the Texas Department of Family and Protective Services at 1-800-252-5400 or go to the Texas Abuse Hotline www.txabusehotline.org.

St. Margaret's Episcopal School staff and teachers are trained annually in recognizing, responding and reporting child neglect and abuse. **Child abuse, neglect, and failure to report it is against the law in Texas.**

THE CHILD ABUSE HOTLINE: (800)252-5400

CHILD PROTECTIVE SERVICES: (210)333-2004

CHILD LICENSING SERVICES: (210)337-3399

GANG FREE ZONE

REQUIREMENTS REGARDING GANG-FREE ZONES

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my daycare center?

A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalties under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Child Care Licensing/jr

DFPS

8/31/2009

ST. MARGARET'S EPISCOPAL SCHOOL EMERGENCY PREPAREDNESS PLAN

An emergency preparedness plan is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in our area including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human caused events such as intruder with weapon, explosion, or chemical spill.

We teach the children evacuation procedures using developmentally appropriate language. Practice of these procedures gives everyone the confidence to know what to do in an emergency.

If you have any questions or concerns please contact the Director of St. Margaret's School at (210)657-3328 or hknight@tmargs.org

Decisions to close St. Margaret's School or delay its opening will be based on the following factors:

- The amount of natural light in the facility
- The temperature of the facility
- The risk to the health and well being of children and staff

This plan will be reviewed annually for effectiveness. If changes are made, parents will be notified in writing of the new changes.

Preparations

SMES staff is trained during orientation to familiarize them with our emergency procedures. Staff members have emergency contact numbers and emergency provisions. Records are kept of drill dates and times in the school office and school building.

St. Margaret's School conducts monthly fire drills to familiarize staff and children with emergency procedures. Every 3 months we conduct a severe weather drill to familiarize staff and children with emergency procedures.

Lockdown (Locks, lights and Out of Sight)

Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet.

Teachers will keep the children in the St. Margaret Episcopal School building and secure the facility for the immediate emergency. St. Margaret's lock down will include but not be limited to: shooting, hostage incident, intruder, trespassing, and disturbance or at the discretion of the Director or Public Safety Personnel. In a Lockdown all students will be kept in classrooms or other designated areas away from danger. Teacher will turn off the light and move children to the corner of the room away from windows and doors. Children and staff will remain in lockdown until an all clear is given by the Director of Public Safety Personnel.

Secure! (Get Inside and Lock outside doors)

A Secure action recovers all students from outside the building, secures the building perimeter and locks all outside doors.

If classes are outside, the teacher will move all children into the school building through rooms 5 and 6. Teachers will check to make sure all doors are locked and window shades are closed. Business as usual inside the school building.

Severe weather emergencies

SMES is equipped with a severe weather radio to monitor any incoming storm. With enough advanced notice, parents will be notified to pick up their children. Should a parent not be able to be contacted, a staff member will stay with the child in a safe and secure location on campus. If it is safe to do, all students and staff will be relocated into the sanctuary. All outdoor activities will be immediately terminated due to severe weather. No child will be left alone.

St. Margaret's follows all school closures that the North East Independent School District (NEISD) deems necessary.

Evacuation of Property

The cause for evacuation could include but are not limited to: fire, bomb threat, explosion, severe weather (flood, hurricane, tornado, severe thunderstorm), toxic fumes, electrical, heat, water and structural failures.

In an emergency, the first responsibility of staff is to move the children to a designated safe area or alternate shelter. The Director or designated staff member will call 911 and indicate the need for assistance.

Children will be relocated to the open field in front of the church. We will all gather near the iron cross. Parents will be informed of where we have relocated. All children will be accounted for using class rosters.

Notification of Emergency

Parents will be notified of the emergency as soon as the staff and children are safe. Staff members are to accompany their assigned children to the relocation area and remain with them while family, guardian, emergency contacts are notified and arrangements are made for them to pick up their child. No child will be left alone. The phone number(s) that are on the emergency contact form for your child will be used to contact said persons. Please update your child's teacher **and** the School Office if any of your information changes.

St. Margaret's Director and designated staff will use personal cell phones to keep in contact with local authorities (such as fire, police, EMS, health department) and parents during an emergency.

Parents, family, alternate pick up persons must supply proper identification before a child will be released.

Evacuation diagrams for on-site and off-site relocations are included in the back of this pamphlet and in all rooms of the school building.

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Relocation Information

In the case of an emergency requiring relocation, you will be notified through Class DoJo and/or an email. St. Margaret Episcopal School will relocate to Madison Hills Baptist Church. Madison Hills Baptist Church (MHBC) is located at 15413 O'Connor Road, San Antonio, TX, 78247; (210)656-3946. Permission for this relocation plan has been given by Senior Pastor, Robert Bennett. The children will be transported by SMES staff and parents using large vehicles. The vehicles will continuously transport children till the relocation is complete. All children will be accounted for using class rosters. SMES staff will supervise the children at MHBC in the sanctuary. Teachers will offer snacks and activities to the children. Teachers will carry backpacks with markers, crayon, paper, small manipulatives. Backpacks will also have copies of child emergency cards along with small first aid kits. The Director or appointed supervisor will remain at SMES until all children and staff have been relocated. Students will remain under the supervision of their teacher until they are picked up by their parents or designated adult.

Relocation

It will be the Director's responsibility to decide if an off site relocation is warranted. In the case of an emergency requiring relocation, you will be notified through Class DoJo and/or an email. St. Margaret Episcopal School will relocate to Madison Hills Baptist Church. Madison Hills Baptist Church (MHBC) is located at 15413 O'Connor Road, San Antonio, TX, 78247; (210)656-3946. Permission for this relocation plan has been given by Senior Pastor, Robert Bennett. The children will be transported by SMES staff and parents using large vehicles. The vehicles will continuously transport children till the relocation is complete. All children will be accounted for using class rosters. SMES staff will supervise the children at MHBC in the sanctuary. Teachers will offer snacks and activities to the children. Teachers will carry backpacks with markers, crayon, paper, small manipulatives. Backpacks will also have copies of child emergency cards along with small first aid kits. The Director or appointed supervisor will remain at SMES until all children and staff have been relocated. Students will remain under the supervision of their teacher until they are picked up by their parents or designated adult.


All children will be accounted for using class rosters. Attendance will be taken once the building has been evacuated, before loading children into vehicles and a final attendance will be taken at Madison Hill Baptist Church.

Staff members and parents will adhere to predetermined evacuation routes as much as possible.

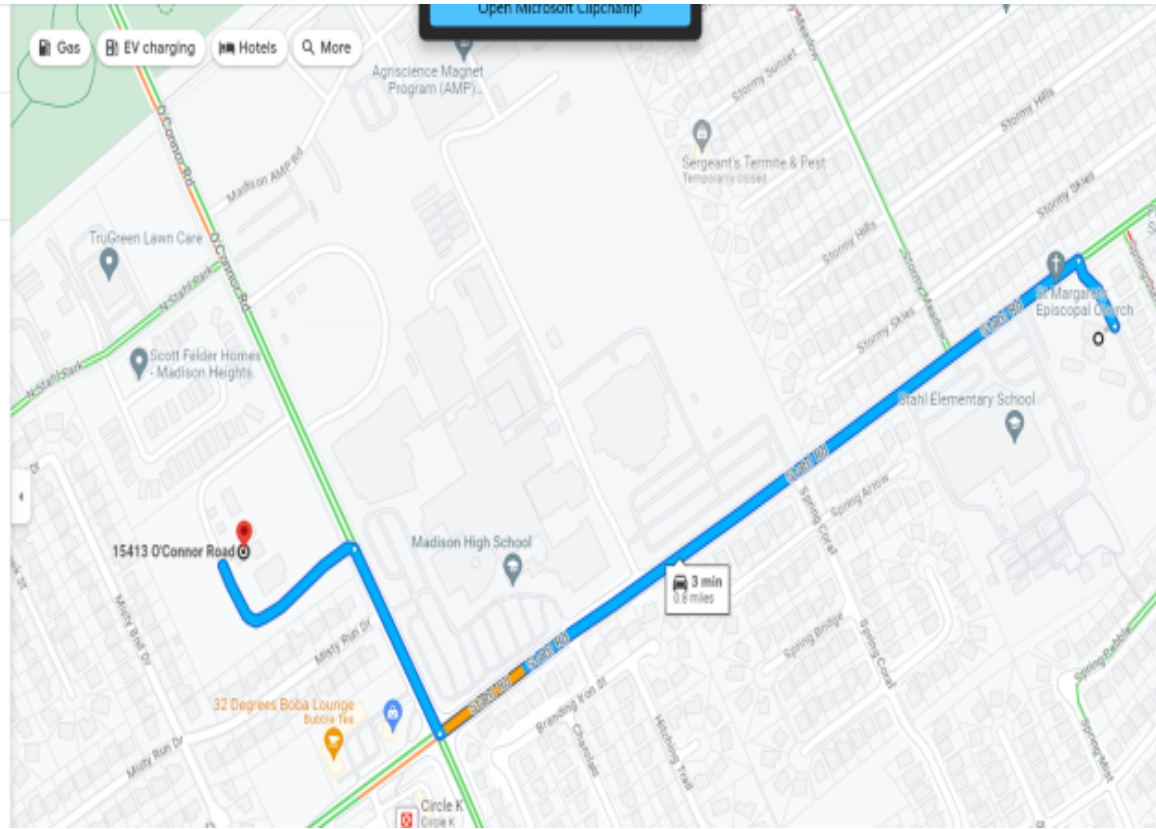
← from 5310 Stahl Rd, San Antonio, TX 78247
to 15413 O'Connor Rd, San Antonio, TX 78247

3 min (0.8 mile) 
via Stahl Rd
Fastest route now due to traffic conditions

5310 Stahl Rd
San Antonio, TX 78247

- ↑ Head northwest toward Stahl Rd
243 ft
- ↶ Turn left onto Stahl Rd
0.5 mi
- ↷ Turn right onto O'Connor Rd
0.1 mi
- ↶ Turn left
 Destination will be on the right
0.1 mi

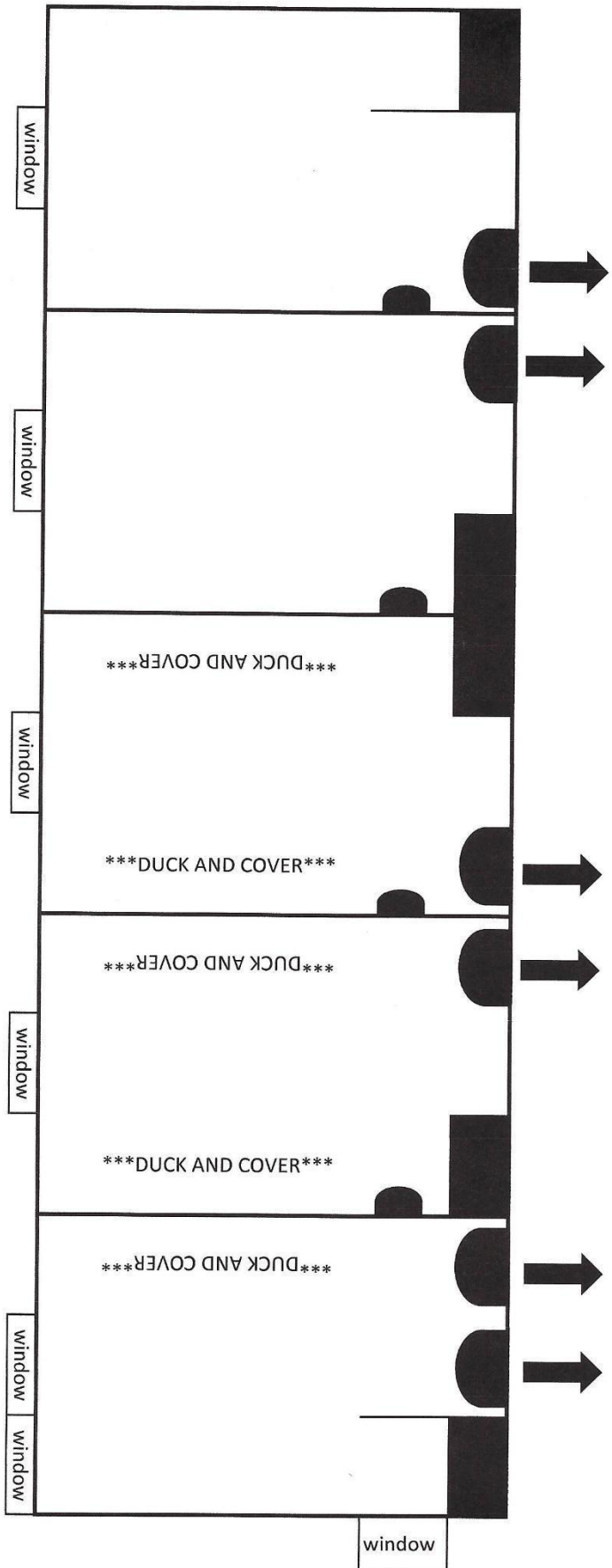
15413 O'Connor Rd
San Antonio, TX 78247



FIRE DRILL: EVACUATE TO FENCE LINE

ST. MARGARET'S SCHOOL EVACUATION PLAN
RELOCATION AREA CALVARY TEMPLE CHURCH AT
14335 O'CONNOR ROAD

FIRE DRILL: EVACUATE TO FENCE LINE



RESOURCES

American Academy of Pediatrics(AAP)

Family Readiness Kit www.aap.org/family/frk/frk/htm

American Red Cross

See phone book or www.redcross.org/where/where.html to find contact information for your local chapter. Preparedness information including helping children prepare for/cope with disaster. www.redcross.org/services/disaster/beprepared/

Children's National Medical Center

The Handbook of Frequently Asked Questions Following Traumatic Events: Violence, Disaster, or Terrorism www.dcchildrens.com

Department of Homeland Security

30 Tips for Emergency Preparedness for the Family.
www.dhs.gov/dhspublic/display?theme=36&content=4846&print=true

Federal Emergency Management Agency (FEMA)

www.fema.gov
How to prepare for specific types of emergencies <http://www.fema.gov/help/index.shtm>
FEMA for Kids www.fema.gov/kids
Are you ready www.fema.gov/areyouready

Institute for Business and Home Safety

For information on insurance and recovery www.ibhs.org

National Child Care Information Center, US Department of Health and Human Services, and Administration for Children and Families

Emergency Preparedness for Child Care Programs. Information about child care issues and planning guides for Child Care Centers. <http://nccic.org>

National Oceanic and Atmospheric Administration (NOAA)

For weather receiver radios. Contact Pioneer HiBred International Inc. through their web site at the Company's Country Store on the Growing-Point website www.pioneer.com/growingpoint

UCLA Center for Public Health and Disasters

Head Start Disaster Preparedness Workbook. Detailed workbook on how to prepare Day Care Centers for disasters. www.cphd.uclau/headstart.aspx