



**Growing Light**  
MONTESSORI SCHOOL

# **Springhill Campus Handbook**

Serving the community since 1986 with  
♥ **Open minds and open hearts** ♥

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# Contact Information

**[phone number coming soon...]**

(voice & text messages)

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# Campus Information

Growing Light Montessori School Springhill is inside the building of the former Happy Days Learning Center. We are honored to continue the tradition of providing a loving environment for children to thrive while honoring the legacy of a great Lafayette business institution and owner.

## **Parking Guidelines**

While driving through the parking areas please maintain a safe speed of 5 MPH or slower. We appreciate your adherence to this policy as it is mandatory with our occupancy on campus. Please no honking horns in the parking lot. The parking lot is our exclusive use during normal business hours and is open to public parking on the weekends for the community use while visiting Moraga Commons.

## **Pick Up and Drop Off**

Drop off is between **8am - 8:55am**.

For children enrolled in the mid day program, pickup is between 2:45pm and 3pm.

For children enrolled in the full day program, pick up is between 3pm and 5:55pm. Please write your child's time of departure each day on the sign in and out sheet.

**NOTE: There will be no pickup or drop off between 12pm and 2:45 pm as the children have nap and quiet time routines during the middle of the day.**

Thank you for upholding these pick up and drop off times. This will ease the transitions for students and teachers, keep nap and rest times quiet and allow teachers to get children who are leaving early to your classroom's outdoor pick up area. Please plan accordingly to pick up or drop off at these times only. If your family has any extenuating circumstances please reach out to your campus Director via text or call a minimum of 1 business day before the event for confirmation.

# Health and Safety

## Sick Policy

Please carefully read our Sick Child Policy linked below.

 [GLMS Sick Child Policy](#)

## COVID 19 Policies

Please reference our GLMS COVID-19 Policies for the most up-to-date information related to safety procedures, children's mask wearing, regulatory guidance and emergency communication protocols.

 [GLMS COVID Policies](#)

# Emergency & Disaster Preparedness

## Overview

The preschool will retain responsibility for all children on the premises until they are released to a parent, guardian, or other designated person. In the event of an evacuation we will communicate our location and ongoing status as we are able and children may be picked up by individuals authorized by the legal guardian on the Emergency Information Card for each child.

## Physical Plan

A map of the school and grounds is drawn and easily visible in the hallways near each exit of the building. It establishes an evacuation route, identifying a safe open space for meeting, as well as develops procedures for evacuating in case of an emergency.

- Procedures for shutting off gas and water, including maps
- A map of the emergency exits, fire extinguishers and first aid supplies
- Faculty and staff members know the location of gas and electricity valves and how to turn them off.
- Fire extinguishers are checked and are in accordance with fire code and are inspected annually.

## Emergency Supplies

GLMS has emergency supplies that are stored in close proximity to the classrooms. We survey these emergency supplies, review expiration dates, test batteries and arrange necessary and/or additional supplies regularly.

GLMS has individual earthquake boxes for children and staff. Each box includes a 3 days supply of food and water and an emergency blanket.

## Preparation of the Children

Training for Fire and Earthquake response are practiced every month in an alternating fashion with spontaneous simulated training for both in and out-doors throughout the year.

Once a year local firefighters will visit the school and present updated information and live demonstrations to the students and staff on how to stay safe in an emergency.

## **Staff Preparation**

All GLMS staff and teachers are CPR and First Aid certified and have been trained in conducting earthquake and fire drills. Students practice these procedures with their teachers monthly throughout the school year so they are prepared to evacuate or execute the drop and cover and shelter in place procedures in the event of an emergency.

- All staff members attend first aid and CPR training. Each person will keep their training and certificate card on file.
- All staff are trained and certified in water safety
- All staff members receive a health screening clearance from a licensed physician.
- All staff participate in the reoccurring campus response training as well as separate staff meetings.
- Staff members will be responsible for bringing the sign in/sign out sheets for that day.
- Staff will conduct earthquake drills as well as fire drills during the school year. This includes reviewing the plan for evacuation and relocation to another facility.
- Staff members are responsible for all children until an authorized person has picked up the child.
- Staff are trained and responsible for understanding the disaster plan and implementing their designated role.

## **Preparation of Parents**

Parents have been informed of school policies and disaster plans. Written disaster plans have been given to all parents and parents are instructed to update their children's medical and emergency documents each year to ensure that all conditions and authorized individuals for pickup are entirely up to date.

## **Emergency & Disaster Event Procedures**

## Earthquake

- Shelter in place, drop and cover procedures followed.

## Fire Danger

- Shelter in place if air is bad and outside surrounding areas are deemed unsafe.
- Evacuations will occur when instructed by local alerts.

## Power Outage

- School will open with early release at 3PM.
- Temperatures in classrooms must remain within comfortable temperatures otherwise an early/extended school closure may be required.

## Extreme Temperatures

- When temperatures exceed 90° we will keep the children indoors to avoid extreme heat exposure.
- When temperatures drop below 30° we will keep children indoors to avoid extreme cold exposure.
- In the event that the power is off and we are unable to adequately heat or cool the indoor spaces, children may need to be picked up early or school may be closed.

## Poor Air Quality

- If the AQI is 100 or higher we will keep children indoors with air purifiers on high and limit outside exposure as much as possible.
- If the AQI is between 90-100 outdoor activities will be at the discretion of the director based on local air quality and changing conditions. Children may go outside for a short period of time for mild exercise such as a walk around the campus.
- We rely on PurpleAir sensors that are installed at the facility and we use the realtime US EPA PM2.5 AQI data standard for assessing to-the-minute air quality ratings. At times we may use various conversions (US EPA, LRAPA, Woodsmoke, etc.) as needed to best understand the air around us and any potential risks.
- In the event that the air quality is poor and the power is out and we are unable to operate the air purifiers we will require an early school closure.

## Hazardous Chemicals

- In the event of a toxic spill or the release of hazardous chemicals we will shelter in place until it is safe or until evacuation becomes necessary. Please refer to our emergency relocation sites listed below.

## Intruder Response

- Our Directors have been professionally trained and our campus has been evaluated and prepared for proper response to suspicious or unsafe intruders within the school proximity. This allows for a greater awareness of safe spaces, evacuation routes and surrounding resources for the specific campus location.

## Emergency Information & Communication

Growing Light Montessori will monitor local sources for up-to-date emergency information, including but not limited to Nixle, CWSAlerts, Local Fire Stations, Radio Stations, and relevant online resources (ex. Purple Air/AirNow/Nixle/CWSAlerts).

## Reach Out - Emergency Alert System

Growing Light Montessori utilizes an emergency alert system that we refer to as “Reach Out.” It is constantly maintained with all parent/guardian email and cell contact information. Messages will be sent out through this system to cell numbers and email addresses to ensure all families are kept up to date with important information before, during and after emergency events.

**NOTE: For this reason it is very important to notify the director anytime your contact information changes.**

## Radio Stations

Remember to have a battery-operated radio (and batteries) available for emergencies. The radio in your car will do if you do not have one in your home. The following radio stations will broadcast emergency information:

KQED 88.5 FM	KGO 810 AM
KCBS 740 AM & 97.3 FM	KLIV 1590 AM

## After an Emergency

Parents or authorized individuals will come to the school to pick up their children. If the children have relocated, signs will be posted and Reach Out notices will be sent out as to the children's location. Please see the four relocation sites listed below as a guide of possibilities.

<b>Relocation Site</b>	<b>Address</b>	<b>Location</b> (related to school)
Acalanes High School	1200 Pleasant Hill Rd.	Across the street from facility
Lafayette Tennis Club	3125 Camino Diablo Rd.	.5 miles up the road
Springhill Elementary	3301 Springhill Rd.	.8 miles up the road

In the event you cannot come to the school to pick up your child, the directors and teachers on duty will remain responsible for your child until a parent or designated adult comes to pick him/her up. Your child will only be released to people designated on his/her emergency card. In the case of a medical emergency, the directors and teachers will refer to the Consent for Medical Treatment on file for each child to determine the appropriate course of action.