

**LARGO COMMUNITY MINISTRIES AFTER SCHOOL PROGRAM**

*"In partnership with Largo Community Church"*



**LARGO COMMUNITY MINISTRIES  
AFTER SCHOOL PROGRAM**

**PARENTS  
HANDBOOK**

**K - 6TH GRADE**

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# Introduction

Largo Community Church  
A Church of Friendship and Joy  
“Where Christ is Honored and People are Love”

Pastor, Min. Jack H. Morris  
Executive Min. Dwayne B. Hooper, Sr

Dear Parents/Guardians:

Welcome to the Largo Community Ministries (LCM) After School Program (ASP)!

We are pleased that you have entrusted us to provide for your child’s after school care. Our primary goal is to provide a warm, nurturing, safe, and loving environment for your child, while guiding them through age-appropriate activities to foster a sense of self-esteem and a love of discovery and learning.

Individual attention to each child’s needs is commonplace. Just as important, the LCM ASP staff has developed an exciting structured daily activity schedule that is comprehensive, engaging and meets high standards for after school care programs.

The parent handbook will inform you about our high-quality program, general policies and procedures to make your child’s experience with Largo Community Ministries After School Program a safe and enjoyable.

The LCM ASP staff and management are committed to meeting the needs of each child and family.

After you review the parent handbook, we will be happy to answer any questions you may have and we encourage you to refer to this handbook often. Please feel free to make an appointment, if you need to meet with me. We look forward to serving your family and promise to provide a safe and loving environment for your child while promoting individual development to the fullest.

Warmest Regards,

Susan H. Brown, Director  
LCM After School Program

# Mission Statement & Philosophy

## **Mission Statement**

We believe that Jesus Christ is Lord and Savior. The **LCM After School Program** strives to uphold Christian values and Biblical truths in a quality, safe, licensed child care program.

## **Philosophy**

The LCM After School Program exists to provide children with quality care. Each child is unique. Academically, children learn best by doing and being involved. Under the guidance of our staff, children will choose the activities that are rewarding and fun! A variety of activities will be presented in the program: small and large group activities, quiet and active periods, and homework supervision. There is a balance between teacher directed and child initiated activities. The program welcomes children of all abilities.

The activities reflect the interest of the children, their primary language and cultural background.

Management of behavior will be based on the understanding of and respect for children's rights balanced with concern and care for the individual child's rights. Sensitivity to children's needs is as equally important as firmness.

We comfort children who are hurt and encourage them to express their emotions. We guide them through their anger and frustrations to help them express their emotions in a socially acceptable manner.

"Train up a child in the way he should go, even when he is old he will not depart from it"

**Proverbs 22.6**

# General Information

**The LCM After School Program (LCM ASP)** offers a supportive environment in which school-age children grow and develop. The LCM ASP is not a babysitting program. It is a program run by qualified staff who implements a structured program of high standards. The LCM ASP daily schedule is flexible and offers enough security, independence and stimulation to meet the needs of all children.

The routine provides stability without being rigid. The children can meet their physical, mental, emotional and spiritual needs in a relaxed way. Key aspects of the program include:

- Opportunities for spiritual growth
- Routines for promoting sound health habits
- Regular opportunities for active, physical play
- Development of socialization and corporation skills
- Participation in large or small group activities, alone or with a few friends
- Access to creative experiences
- Regular opportunities for quiet activities that promote higher-level thinking and basic skills
- Opportunities for children to take responsibility consistent with their age for planning and carrying out their own activities
- Participation in activities that are in line with the learning styles, abilities and interest of the children in the program
- Opportunities for children to participate in activities that reflect the language and culture of the families served in the program

***A part of the daily schedule will be a Christ-centered devotions/activities. During this time, children will participate in singing, praying, and learning from the Bible.***

# Standard Operating Procedures

**Largo Community Ministries (LCM) After School Program (ASP)** is licensed by the Maryland State Department of Education (MSDE), Division of Early Childhood Development. Within the division licensing is the specific responsibility of the **Office of Child Care (OCC), Licensing Branch**.

## **Hours of Operation:**

- **7:00 am – 9:00 am and 2:00 pm – 6:00 pm, Monday through Friday**
- August through June, according to the Prince George's County Public School System school calendar

## **Ratio / Staff Certification:**

The Center will adhere to the **staff/child ratio of 1:15** as set by Licensing.

**PLEASE NOTE THAT WITH COVID-19 THE STAFF/STUDENT RATIO WILL BE 1/9**

All staff meet **licensing qualifying standards:**

- Fingerprinting
- Criminal History Background Check
- Employment Medical Report
- Release Of Information From Child Care Facilities to OCC (Check for child or adult abuse or neglect)
- 45 Hour Child Care Growth & Development Certificate
- 45 Hours School-Age Care Child Curriculum Development Certificate
- Communication Skills For Child Care Professionals
- A Minimum of 400 Hours Of Service Working With School-Age Children
- Emergency Preparedness Training For Child Care Providers
- First Aid and CPR Training Certificates

## **Enrollment Requirements:**

- **Non-Refundable \$50.00 Registration Fee** (per family)
- **Completed Child Care Administration Forms**
- **Completed Emergency Form: We Must Have At Least Three Emergency Contact Persons For Your Child.** Please inform your contact persons that the LCM After School Program will be contacting them in case of an emergency involving your child.
- **Completed LCM ASP Forms**
- **1st Bi-Weekly Tuition Payment** (see LCM ASP Tuition Payment Schedule)

## **Personal Contact Information: (Please be sure to keep all information up-to-date)**

If a parent/guardian can't be reached after 10 minutes, emergency contacts on file will be called.

# Standard Operating Procedures

## Personal Contact Information: (Please be sure to keep all information up-to-date)

If a parent/guardian can't be reached after 10 minutes, emergency contacts on file will be called.

## Financial Policy:

- **Yearly Registration Fee:** A one-time yearly registration fee of **\$50.00 (per family)** will be charged. This registration fee is NOT refundable.
- **Bi-weekly Tuition Payments of \$200.00 (per child)** can be paid by money order, cashier's check or PayPal. **No Cash Payments, Please. Payments should be made payable to: LCM ASP (with your child's name on your cashier's check/money order/paypal description box).**
- **Final Tuition Payment for the school year should be in the form of a money order or cashier's check or PayPal.**
  - **Tuition payments should be given to the Director.** Please **DO NOT** put payment in a child's backpack for him/her to turn it into the **ASP**.
  - **Tuition payments must be paid on or before their scheduled due date** even if a child is absent or suspended from the program that day.
  - There are **no adjustments** to tuition due to vacations or absences. **Adjustments for short-term illnesses, long-term illnesses or hospitalization** will be considered on an individual basis by the Director.
- **Late Tuition Fee:** If the Bi-weekly tuition payment is not received by the scheduled due date, a **\$25.00 late payment fee** will be charged. One missed tuition payment, your child/children will not be able to attend the LCM ASP until your account is current. Two missed tuition payments in a row is cause for dismissal from the program.
- **School Closings:** When school closes for conferences, professional development, grading/teacher planning, etc. tuition must be paid. **DO NOT** deduct your payments regarding the mentioned days. Under no circumstances should you (parents) deduct tuition due to vacations, absences, etc. that is determined by the Director on a family by family basis.

## Child Drop-Off /Pick-Up:

- Children must be signed-out with the LCM After School Program Office daily. **Children will only be released during pick-up to their parent / legal guardian or person(s) authorized to pick-up the child** (as listed on the child's emergency form).
- If you send someone other than a regular designated person to pick-up your child, you must call the LCM After School Program and give the name of the person you are sending. **Please send someone your child knows. When that person arrives, a photo ID will be asked of the person to verify their identity.**



# Standard Operating Procedures

## Late Pick-Up:

- **BEGINNING JANUARY 4, 2016, ALL LATE FEES MUST BE PAID IN CASH ONLY and at the time of pick-up.**
- LCM ASP Pick-up Time: 6:00pm.
- Please pick-up your child on time.
  
- If you arrive late (at 6:01pm), by the LCM After School Program Office clock, you will be charged \$25.00 per child; then you will be charged a late fee of \$25.00 Per Child for every 30 minute period or any portion thereof.
  
- Our policy is: If you arrive at 6:01pm, you will be charged a late fee of \$25.00 per child beginning at 6:01pm and every 30 minute period or any portion thereof.
  
- From 6:01 - 6:16pm (\$25.00 per child)
- From 6:17 - 6:46pm (\$50.00 per child)
  
- Parent/Guardian should call the LCM ASP Office (301) 249-2255, Ext.131 (Director), Ext 124 (K-3rd Grade), and Ext 126 (3rd-6th Grade) if you know you will be late for pick-up. This **WILL NOT** excuse the late pick-up policy. You will still owe a late fee.

**If your child has not been picked-up by 7:00 pm or a call made to let the LCM After School Program Director know what time your child will be picked-up, by law we must notify Office of Child Care Services and you will still be expected to pay a \$75.00 late pick-up fee (per child).**

- All Late Pick-Up Fees must be paid immediately. CASH OUT!

## Early Dismissal-Inclement Weather

We follow the same dismissal time schedule time schedule as the Prince George's County School system. For example: if school closes 1 or 2 hours early, we (LCM ASP) will close according to the Prince George's County School system schedule. However, you can pick up your child earlier if you do not feel that it is safe for your child to stay at the LCM Preschool/Afterschool Program. Please use your best judgement.

- By-Weekly Tuition & Fees
- Tuition Payment Schedule
- After Care Program Calender

# Curriculum and Policy

## Chapel Time Activities

“...’Permit the little children to come unto me, and forbid them not: for such is the kingdom of God. Verily I say unto you, whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And he took them up in his arms, put his hands upon them, and blessed them.”

**Mark 10:14-16**

- Opening Prayer
- Greet Each Other (Hugs & More Hugs!)
- Children’s Praise & Workship Songs
- The Lord’s Prayer
- Closing Prayer

“Train up a child in the way he should go, even where he is old he will not depart from it.”

*Proverbs 22:6*

## Theme Based Curriculum

Our teachers use a Theme Based Curriculum in preparing their monthly schedules. The reason they chose a theme based curriculum is to avoid the lack of enthusiasm from children after being in a classroom setting all day. It helps to build their creativity in areas that they may not have been exposed to.

## Food & Nutrition Policy

Daily, we receive bag suppers prepared by Prince Georges County Public Schools Food and Nutrition Services. Which consist of:

- Entree (Meat & Grain)
- Vegetable
- Fruit
- Milk

**Prince George’s County Public Schools Food and Nutrition Services is leading the country in the nutritional quality, content, and integrity of school meals. Nutritious breakfast and lunch are offered in all schools. You can rest assured a healthy school meal is available for your child.**

## Family Outreach

We make it a point to inform parents through:

- Parent board that is posted by the parent sign out book.
- Text Messages
- Newsletters
- We welcome an open door policy to all parents, whether they want to talk to a teacher or if they are new parents who want to see how the classes are conducted and the setting of our environment.

# Child Injury Procedures

## PROCEDURE FOR MINOR INJURY TO A CHILD

- A staff person certified in first aid by the American Red Cross will be present at all times.
- First aid treatment (i.e., washing skin surface, small bandages, etc.) will be administered by the child's teacher or the program director.
- A written **Emergency Treatment Form** will be completed by the child's teacher or the program director and signed. It will provide specifics about the injury sustained and treatment administered. A copy of this form will be placed in the child's aftercare medical history file; another copy will be given to the parent/guardian.
- Depending on the severity of the injury, the child's parent/guardian will be called immediately to take him or her to a physician.
- The child's teacher or the program director will remain with the child and continue to apply first aid as needed.

## PROCEDURE FOR SERIOUS INJURY TO A CHILD

- A certified first aid staff person or the program director will remain with the child and appropriately apply first aid.
- A second staff person or the program director will call an ambulance, retrieve the child's aftercare medical history file and call the parent/guardian or authorized emergency contact person.
- The child's teacher or the program director will ride with the child in the ambulance to the hospital; taking with them the child's aftercare medical history file.
- A parent/guardian or authorized emergency contact person meets the teacher or the program director at the hospital to authorize treatment for the child.

**A signed consent for treatment is in the child's aftercare medical history file if a parent or contact cannot be reached.**

For the health and safety of all the children, it is mandatory that sick children not attend the program. If your child has any of the following symptoms during the night, he or she will not be admitted to school the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge
- ringworm
- strep throat

# Child Injury Procedures

The LCM After School Program established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Children who need to continue medication for an illness after they are able to safely return to the program will be given their medication **by the program director** provided that:

- **An authorized medication order form is completed by the child's physician / parent or guardian and signed.**
- **The medication is in the original container with the prescription label intact**

**\*\* If possible, please try to schedule administering of medications when your child is at home.\*\***

# Sick Child Procedures

The **LCM After School Program** is aware of an increase in the number of children with life-threatening allergies. The most common of these allergens is peanuts. **We are implementing a “No-Peanut Policy”.** This is the only way to prevent an allergic child from developing a reaction. Due to the nature of the allergy, isolation is not an effective option.

We are asking for your understanding and assistance in maintaining the health and safety of all children while in our care. **Please do not send any peanut or nut-containing products to the LCM After School Program.** These include the obvious peanut butter and jelly sandwich, peanut butter cups, candies, cookies, and cereal bars. You should also be aware of other products that may contain peanuts according to their labels. These are plain M&M's, Mini Chips Ahoy cookies and low fat Cheez Nips.

We hope you understand the seriousness of this problem and our efforts to prevent a medical emergency. We never want any child to experience a severe reaction, nor do we want any child to witness another having this reaction.

Thank you for your cooperation. Please feel free to discuss this issue with the program director if you have any questions regarding this policy.

## Coronavirus

In light of the unique and difficult challenges and concerns posed by the recent COVID-19 public health crisis, effective immediately, Largo Community Ministries After School Program (LCM ASP), is amending the Parent Handbook to implement the enclosed policies. All other provisions of the Parent Handbook shall remain in full force and effect. We understand that this is a scary time for our community and we will be making reasonable efforts to ensure the safety of our staff, children and families, including through the introduction and enforcement of these new policies. We will continue to monitor the situation and may add to, or modify, any LCM ASP policies, including these, as may be necessary and appropriate.

**As a condition of your child's continued enrollment at LCM ASP, all parents or guardians will be required to sign the enclosed Acknowledgment of Handbook Amendment and COVID-19 Release and Waiver of Liability.**

## Public Health Emergency Closures

While we certainly hope that it will not be the case, there may be future instances when it will be necessary for the school to close as the result of a public health emergency, such as the COVID-19 outbreak. This may include, but will not necessarily be limited to, instances when school is required to close in compliance with a federal, state or local government order or when the school is required or advised to close to address a confirmed or suspected outbreak amongst staff or children.

Please be advised in the event the school must close for any period of time, due to a public health emergency, no refunds will be issued for those periods when the school is closed. However, tuition for those periods may be credited as a donation to our nonprofit school.

# Sick Child Procedures

The Centers for Disease Control and Prevention (CDC) have identified the following as common symptoms of COVID-19 (check CDC.gov for the latest information):

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

Families must promptly notify the LCM ASP in the event that any member of a child's household(s)

1. Has tested positive for COVID-19,
2. Is exhibiting symptoms of COVID-19 or
3. Is known to have been exposed to someone with COVID-19.

In such an event, under no circumstances should the child or any other member of the household enter the school until the recommended period of self-isolation has been completed or it has been otherwise confirmed that no members of the household are infected with COVID-19. LCM ASP management will work directly with any affected or potentially affected families to provide direction and guidance as when the child may return to LCM ASP. Such requirements may change based on the most recent guidance from the CDC and other authorities.

In addition, children may not come to school if they or any member of the household are experiencing fever or symptoms of any contagious illness. Children may return when they (or the member of their household) are fever and symptom free for 72 hours. In certain cases, a child may be able to return sooner than 72 hours if they can provide satisfactory medical evidence that they have no risk of being contagious.

## **Child or Family Member Travel**

Until further notice, families must promptly notify the school in the event that a child or any member of the child's household(s) will be traveling out of the United States or to any location with a large number of cases such as an area that is on a "lock down" or "stay at home order" or "declared a hot spot".

Depending on the means and destination of travel, LCM ASP may require that the child be kept home for a reasonable period after the child or member of the household has returned from travel.

As this is a rapidly evolving situation, we encourage families to discuss contemplated travel and any stay at home period that may be required thereafter, with LCM ASP prior to finalizing their travel plans.

# Emergency Treatment Form

This form must be completed on the day of injuries no matter how minor; a copy should be placed in the student's medical history file and a copy given to the parent/guardian.

Date: \_\_\_\_\_

Time of Injury: \_\_\_\_\_

Location of Injury: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Age: \_\_\_\_\_

Describe Nature of Injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How Did Injury Occur: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Aid Procedure Followed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Administering First Aid: \_\_\_\_\_  
(Signature)



Time: \_\_\_\_\_ Parent/ Guardian Notified: Yes \_\_\_\_\_ No: \_\_\_\_\_

If Not Notified/ Why? \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Notified: Yes \_\_\_\_\_ No: \_\_\_\_\_

If Not Notified/ Why? \_\_\_\_\_

# Parent/ Teacher Conferences

Just like in school LCM ASP finds that it is important to have parent teacher conferences. We are not just sitters. We are an extension of school. We assist with them on development in their classwork and also their social and emotional skills. Therefore, even though we have an open door policy and talk to the parents daily about their children's day and any new news with our parents, we like to schedule conferences at least twice a year to discuss any concerns we both have (parents & teachers) and ways that we may be able to encourage/motivate or if at all needed. The first is in the beginning of the school year to let us know if there is anything that we should keep an eye on or what they are expecting. And the second will be mid-year. Discipline issues are addressed right away.

Parents are notified/reminded of when conferences are coming on the parent information board as well as the LCM ASP Newsletter. Each teacher has a sign up sheet to schedule the conferences. And a calendar is maintained to ensure the availability of time and the director and teachers can plan and be prepared.

## DISCIPLINE PLAN POLICY (Adapted from Assertive Discipline by Lee Canter)

**The LCM After School Program Discipline Plan** is a system that allows staff to spell out the behaviors they expect from students and also lets the student know what they can expect in return from the LCM ASP staff. The plan provides a framework around which all group behavior management efforts can be organized.

**The goal of the discipline plan is to have a fair and consistent way to establish a safe, orderly, positive group/ classroom environment.**

This group/classroom discipline plan consists of three parts:

- 1. Rules** - How the students are expected to behave (must follow at all times).
- 2. Positive Recognition** - How the students will be acknowledged for following the rules by **providing choices** such as: permitting students to select who they work with on a project, negotiate when an assignment will be due, and choose what book to read for an assignment.
- 3. Consequences** - The penalties that result when students choose not to follow the rules are sometimes **redirected** by the teacher interrupting problem behavior by calling on the students to answer a question, assigning him or her to a task to carry out, or otherwise refocusing the child's attention.



# Displine Plan Policy

**Group Rules** (this is only four of the rules – all rules will be posted in classrooms):

- Be kind to everyone
- Cooperate with Director and Teachers
- Follow directions the first time given
- Take care of all equipment, materials, personal belongings, etc.

## **Positive Recognition:**

- Verbal Praise, Sticker, Helper
- First in Line, Lead Group Game or Activity, Etc.
- Positive Note to Student or Parents
- Certificate or Special Reward
- Special Treat (No Gum or Sweets)
- The use of clear rules and expectations with input from the children
- The ability to reflect
- And Problem Solving Skills
- Providing Children with Choices; (giving them various games/puzzles/books to choose and share if the child/ren want to work/play together)
- Using Redirection;
- Having clear rules and expectations developed with input from the children; and
- Using reflection and problem solving.

## **Consequences: (per day)**

- First Time - Verbal Warning
- Second Time - "Time-out" from game or activity (5 to 10 minutes)
- Third Time - Send to Director to discuss the inappropriate behavior(s)
- Fourth Time - Unable to participate in group activity and note to Parent/ Guardian

# Student Discipline Form

DATE \_\_\_\_\_

Dear Parents/ Guardians: \_\_\_\_\_

This letter is to inform you of \_\_\_\_\_'s behavior(s) in the LCM After School Program today. Please talk to your child and let him/her know the checked behavior(s) are inappropriate.

- Not Following directions.
- Talking throughout homework activity time.
- Talking when asked not to talk. (when directions are given/ during quiet time, etc.)
- Playing at the wrong time.
- Did not keep hands, feet and other objects to self.
- Running in the hall/ classroom.
- Not respecting Aftercare Teachers or other adults.
- Disrespectful/ rude to an adult or another student.
- Fighting or Arguing.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please talk to your child about their behavior(s) today. We want the children to enjoy all of the activities and enjoy being a part of the LCC After School Care Program.

**Please sign and return to the Aftercare Teacher. Thanks!**

\_\_\_\_\_  
(Parent Signature Requested)

# Playground Safety Rules

**Playground Safety Rules:** The school playground is used for recreational and physical activities and games. The same behavior rules and regulations to which students must adhere during school will be observed during the time the child is enrolled in the after school program.

- Students may not leave the playground without staff permission and supervision.
- Students should stay away from the cars in the parking lot.
- Be considerate of others and share the toys and games.
- Do not push, trip, hit or tease others.
- Do not throw snowballs, rocks, or sticks.
- Be safe, be careful, and be kind!

## **PLANS FOR INCLUSION (Children with special health care needs)**

The LCM ASP has a proactive planning process that we utilize for the inclusion and participation of children with disabilities and special health care needs. Our program plans for the resources, support, and education necessary to increase the understanding and knowledge of staff, but also of parents/guardians, and the children without disabilities within the facility.

Every effort is made to plan fully to include children with disabilities and children with special health care needs to maximize success. In planning for the inclusion of children with disabilities and children with special health care needs, safety considerations is an additional factor considered.

Preparation is made to reduce failure. Our resources include, but are not limited to: brochures, books, guest speakers, advice from parents/guardians of children with special health care needs, expert consultation from child care health consultants, and utilization of child care health consultants.

Methods may vary according to need and availability and, specific to educating children without disabilities in the program, using age-appropriate resources is particularly important.

Communication between our program, parents/guardians, and primary care providers (with written parental/guardian permission) helps with the facilitation of a smooth inclusion process.

The program provides opportunities to discuss the similarities as well as the differences among all the children enrolled.

Children without disabilities or special health care needs are given the opportunity to explore and learn about these differences. Our teachers take special care to demonstrate cultural competency, confidentiality, respect for privacy, and be generally sensitive in all communications with parents/guardians and when discussing the child and the family, particularly in discussion of an inherited condition.

# Emergency Preparedness Plan

This document provides emergency procedures for participants in Largo Community Ministries After School Programs Activities. It supplements the After School's other emergency policies. Employees should note that, except as amended below, all existing policies and procedures remain in place after school as well as during the school day.

## Roles:

**Person in Charge** - Program Director

**LCM Staff/ Faculty Advisors** - K-3rd - 6th, Teacher

## Lockdown

In the instance of a shooting/ incident outside of school, following procedures:

- The **Person in Charge (IPC)** should immediately alert adults in the building. Make an all call on the intercom system or mobile radio that we are in a lockdown.
- **PIC**, all **LCM Staff/ Faculty Advisors** and **Volunteer Club Advisors** move all students into classrooms with an adult and *lock the door*. Make sure students are away from windows and the door. If working near the building entrance, move students into rooms L1 or L2 if available. Move **Volunteers** along with students.
- Have the adults in each room make a list of all students that are in the room.
- Hold students in a room until MPD releases lockdown. *Do not end lock-down* before MPD has given the formal "all clear."
- Once lockdown is over, send a letter home through ConnectEd to ALL parents explaining the event and if there were any injuries. Seek approval of the message from the Executive Director if possible, but communicate promptly. Communicate facts only; avoid speculation.

## Medical Emergency

- If someone is injured or seriously ill, the PIC determines whether an ambulance is needed
- and, if so, assigns one person to call 911; that person makes the call and *stays on the line until told to hang up by the emergency dispatcher*.

(An ambulance should be called unless clearly unnecessary.)

# Playground Safety Policy

- The PIC assigns a specific person to wait outside the school and guide EMTs to the person who is ill.
- Secure the student/adult who is having the emergency—the PIC determines steps that need to be taken on a case by case basis but this usually entails ensuring that immediate needs (e.g., first aid) are met, that first responders are notified, and that the injured person’s privacy is protected as much as possible (e.g., by moving students to another room). Perform first aid if necessary and only if trained.
- Hold all students in classrooms/libraries, etc. Have someone walk around to each class to inform Advisors to hold students until further notice.
- Once an injured/ill person is secure and 911 has been called, collect medical information from/about the ill person to the degree possible. In the case of an injured student, have an adult print the student’s profile from LCM Database, get her/his medical file from the Director’s office, and get the student’s Emergency Contact sheet from the Main Office. Give these records to first responders (EMT, paramedic, DCFD, etc.) as soon as they arrive.
- Call Emergency Contact listed for students, or—in the case of an ill adult, the person they designated as their contact. If first contact does not answer, go down the list until you reach someone.
- If the person is under 18, someone must ride with him or her in the ambulance to the hospital; the PIC should assign the person who rides in the ambulance and exchange cell phone numbers with him/her.
- File an incident report once everyone has been taken care of.

## *Evacuation*

The following describes the sequence of events during an evacuation.

The **PIC** will be stationed on the front walk of the building where she or he will act as liaison with Prince George’s County emergency personnel. Once an incident is resolved and they determine it is safe to occupy the building, Prince George’s County emergency personnel will inform the PIC, who will in turn communicate with staff that they may reenter the building. The PIC works with the **LCM Staff/Faculty Advisors** to account for all students and staff:

When a fire alarm (bells and strobes) sounds, **LCM Faculty/Staff Advisors** shall:

- 1) Get their attendance sheet and keep it with them throughout the evacuation.
- 2) Lend students in evacuating the building in a quiet, calm, single file line.
- 3) Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the students and Advisors to one of the two assembly areas without requiring them in front of the building.
- 4) Upon leaving the building, each LCM Faculty/Staff Advisor will be handed a folder from a staff member stationed at the exits—all folders are identical and contain:
  - a. OK signs
  - b. Help signs
  - c. Supplies (which may include paper, pens, and detention slips)

# Playground Safety Policy

- 2) Lead students in evacuating the building in a quiet, calm, single file line.
- 3) Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the students and Advisors to one of the two assembly areas without requiring them in front of the building.
- 4) Upon leaving the building, each LCM Faculty/Staff Advisor will be handed a folder from a staff member stationed at the exits—all folders are identical and contain:
  - a. OK signs
  - b. Help signs
  - c. Supplies (which may include paper, pens, and detention slips)
- 5) Upon reaching the Assembly Area, students and Advisors will line up in a single file in the order in which they evacuated or whatever logical order presents itself.
  - a. The LCM Faculty/Staff Advisor must keep his or her group together and not allow it to mingle with other groups.
  - b. Assembly Areas may require two or more lines near one another, but students should remain with their class in a calm, quiet line.
- 6) After lining up, the LCM Faculty/Staff Advisor will quickly and carefully take attendance and find the appropriate sign (see below) in the folder; hold up one of the signs and keep it visible until told by the PIC that it can be put away:
  - a. If all students are present and in good health, the Advisor holds up the OK sign
  - b. If a student/adult is missing or ill, hold up the Help sign
- 7) Advisors/Volunteers without students should still pick up a folder, go to an Assembly Area, and display an “OK” sign (unless they themselves need help, they have undertaken supervision of a student, or otherwise need the attention of the Assembly Area Supervisor); they should assist those supervising students in keeping order.
- 8) Students in the care of service providers or student support staff—including but not limited to counselors, special education pull out sessions, or visiting education specialists—will stay with the support provider; they should report to the Assembly Area Supervisor in the Assembly Area to which they evacuate.
- 9) PIC will record responses to the OK/HELP signs and send help if needed.
- 10) When the “All Clear” is sounded, LCM Faculty/Staff Advisor should return the signs to the folders and return the folders as they re-enter the building.

## *Record Keeping*

In all types of incidents, the PIC should assign a Record Keeper—a specific person the task of taking notes throughout the incident. This person should, as best circumstances will allow, record steps taken as much factual information as possible, including but not limited to:

- the names of those involved,
- telephone numbers/contact information for victims, volunteers, school officials, students, first responders, etc., centrally involved in the incident
- badge or ID numbers of first responders
- events, their timing, and their location
- next steps their fulfillment (by way of example only—“PIC stated that ill students’ parent would be called; PIC called parent at 7:00 pm”)

The Record Keeper should pass on all notes to the PIC before leaving the scene.

The PIC should use the notes to compile as complete an incident report as possible; a draft of the report should be shared with the Executive Director and the COO and filed with Security.

When composing incident reports, make only factual statements:

- Fact (right): Students and advisors returning from after school sports witnessed a man (not a LCM student, employee, or volunteer) fall on the school front steps and appear to lose consciousness.
- Inference (unsuitable for incident report): Students and advisors returning from after school sports witnessed a drunk pass out on the front steps.

## Contacts

The following Largo Community Ministries Staff/Contractors are available to advise (as feasible) during an emergency. In addition, the PIC or the most senior LCM employee on site must **provide detailed information as soon as possible to the Executive Directors, Board President, and Assistant Director**. Never fail to inform these administrators, as they must take immediate steps, such as contacting insurance companies and communicating to the school community.

- Dwayne Hooper, Executive Director, [www.lcmcorp.org/](http://www.lcmcorp.org/)
- Jack Morris, Board President, [www.lcmcorp.org/](http://www.lcmcorp.org/)
- Assistant Director, Vacant

Note the contact for Program Department administrators (one of whom will be on site during after-school activities):

- Program Director, 301-249-2255 ext. 131, [www.lcmcorp.org/](http://www.lcmcorp.org/)
- K-3rd Teacher, 301-249-2255 ext. 124, [www.lcmcorp.org/](http://www.lcmcorp.org/)
- 3rd-6th Teacher, 301-249-2255 ext. 126, [www.lcmcorp.org/](http://www.lcmcorp.org/)

Building/ security staff can provide support during both emergencies and minor incidents:

- Exec. Min Hooper/ Everett Deans, Building Engineer, 310-249-2255
- Exec. Min. Hooper/ Security Lead, 310-249-2255



**LARGO COMMUNITY MINISTRIES  
AFTER SCHOOL PROGRAM**

**Conclusion**

Please sign the below for acknowledgement of receipt of LCM ASP Parent Handbook.

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Parent's Name (print)

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Parent's Signature

Date







**LARGO COMMUNITY MINISTRIES  
AFTER SCHOOL PROGRAM**