

# Springfield

## Montessori School



# Injury & Illness Prevention Program

## 2026

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## **POLICY STATEMENT ON SAFETY**

Springfield Montessori School regards the health and safety of each employee, student, parent, or guest as of the utmost importance, and is given the highest priority. It is our policy to conduct our business in the safest possible environment, with consideration for the safety, health, and well-being of all who enter our premises. We understand that providing thorough, vigilant care is critical to our existence.

As a company, Springfield Montessori is committed to maintaining a safe and healthful environment. Executive Management will provide all necessary safeguards, programs, and funding required to reduce the potential for accidents and injuries. To achieve this goal, we have developed and implemented a comprehensive Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at each of our campuses. Any employee, client, or License Representative may ask to review it at any time. A copy of relevant portions of the program that are applicable to staff training will also be provided to staff upon hiring, as well as through ongoing training and job development. Employees may contact Administrators at any time with questions or concerns.

Springfield Montessori intends to comply with all laws relating to occupational safety and health according to Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203). As well as follow all rules and regulations laid down by the California Department of Social Services (CDSS), California Code of Regulations (CCR), Title 22, Division 12. To accomplish this, we require the active participation and assistance of all employees. The policies and procedures contained in the following manual are mandatory. Employees should be constantly aware of conditions in all work areas that can produce injuries or illness. Employees should not hesitate to notify Administrators of any potentially hazardous situation or condition that is beyond their ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to the administration.

It is the responsibility of each employee to support Springfield Montessori's safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including clients, visitors, or children in our care. To be successful in this endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. Springfield Montessori will train all employees from their initial hire date throughout employment to understand the importance and steps to cooperate in all safety and health matters, not only between management, administration, and employees, but also between each employee and their coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents. Together, we can achieve a safer workplace for everyone.

Signed Springfield Representative \_\_\_\_\_ Date \_\_\_\_\_

## **1. RESPONSIBILITIES FOR SAFETY**

A successful Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, Springfield Montessori delegates the following safety duties by job title. In some cases, employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive Management - May include the business owners, board members, and/or C- level executives. It is the responsibility of this team to plan, organize, and administer the IIPP program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Executive Management will maintain an ongoing Injury and Illness Prevention Program through the following:

- Providing a clear understanding and direction to all employees regarding the importance of safety through the development, implementation, monitoring, and revision of policy and procedures.
- Providing financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety training materials, proper protective equipment, adequate time for employee safety training, and maintenance of the facilities.
- Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
- Maintaining a company commitment to accident prevention by expecting safe conduct on the part of all administrators and employees.
- Holding all levels of administration and employees accountable for accident prevention and safety.
- Reviewing all accident investigations to determine corrective action.

Safety Coordinator - The Safety Coordinator acts as a safety resource for Springfield Montessori and is responsible for implementing the IIPP as directed by Executive Management. The Safety Coordinator will hold the responsibility of ensuring training for all employees. Documenting all processes and reporting to Executive Management. The Safety Coordinator position is filled by one of the following persons: Campus Director, Assistant Director, or Site Supervisor. Safety responsibilities include:

- Enforce all safety rules in accordance with Title 8 (T8) of the California Code of Regulations, in accordance with T8 CCR section 3203 of the General Industry Safety Orders. As well as follow all rules and regulations laid down by the California Department of Social Services (CDSS), California Code of Regulations (CCR), Title 22, Division 12.
- Verifying corrective action has been taken regarding safety hazards and accident investigations.
- Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.
- Act as a leader in company safety policy and set a good example by following all safety rules.

- Becoming familiar with local, state, and federal safety regulations and being available for assistance.
- Train all new and existing employees in proper safety procedures and the hazards of the job.
- Hold occasional safety meetings with employees.
- Ensure employee proficiency when assigning work requiring specific knowledge or special skills.
- Correct unsafe acts and conditions that could cause accidents.
- Communicate with all employees about safety and accident prevention activities.
- Correct the cause of any accident as soon as possible.
- Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
- Maintain good housekeeping conditions at all times.
- Investigate all injuries and accidents to determine their cause and potential corrective action.
- Ascertain that all injuries involving employees that require medical attention are properly treated and promptly reported to Executive Management.

Employees - All employees are responsible for working safely, both for self-protection and for the protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

- If you are unsure how to do any task safely, ask a coworker or the administration.
- Read and abide by all requirements of the Injury and Illness Prevention Program (IIPP).
- Know and follow the Code of Safe Practices and all company safety policies and rules.
- Wear all required personal protective equipment, such as gloves, when handling blood or bodily fluids.
- Report all accidents and injuries, no matter how minor, to your supervisor immediately.
- Do not operate any equipment you have not been trained and authorized to use.
- Report any safety hazards or dangerous situations to the admin team immediately.
- Do not remove, tamper with, or defeat any guard, alarm, or safety device.
- Never possess, or be under the influence of, alcohol or controlled substances while on the premises.

## **2. EMPLOYEE COMPLIANCE SYSTEMS**

### **2.1 EMPLOYEE SAFETY TRAINING**

California law requires that employees be trained in the safe methods of performing their job. Springfield Montessori is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be instructed in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Administrators and employees will be trained several times per year on various accident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two-way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Cal/OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation within the first few weeks of employment.
2. All new employees will be given a copy of the Code of Safe Practices and are required to read and sign it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever Springfield Montessori is made aware of a new or previously unrecognized hazard.
5. Additional training and reminders are covered during the Annual August Staff meeting and the March In-Service day.
6. After all serious accidents.
7. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility
- General safety rules
- Workplace Harassment Prevention
- Code of Safe Practices
- Pest Management Training
- Safe job procedures
- Use of hazardous materials
- Emergency procedures
- Safe lifting practices
- Mandated Reporter Training
- CPR & First Aid

Documentation of Training - All training will be documented according to how the training was received. Online training may result in a certificate, while in-house training may be documented with attendance sheets or signatures of staff members. The Director/Assistant Director will track all staff training on the Staff Training Spreadsheet.

## **2.2 SAFETY COMMUNICATION**

This section establishes procedures designed to develop and maintain employee involvement and interest in the IIPP. These activities will also ensure effective communication between the administration and employees on safety-related issues that are of prime importance to Springfield Montessori. The following are some of the safety communication methods that may be used:

1. Periodic safety reminders will be addressed in staff meetings with employees that encourage participation and open, two-way communication.
2. New employee safety orientation and provision of the Code of Safe Practices.
3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from the administration or the Safety Coordinator, including memos, postings, and emails.

Employees will be kept advised of highlights and changes relating to the safety program. Administration shall relay changes and improvements regarding the safety program to employees, as appropriate.

All employee-initiated safety-related suggestions shall be properly addressed, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to Executive Management.

All employees are encouraged to bring any safety concerns they may have to the attention of the Safety Coordinator. Springfield Montessori will not discriminate against any employee for raising safety issues or concerns.

Springfield Montessori also has a system of anonymous notification whereby employees who wish to inform Springfield Montessori of workplace hazards without identifying themselves may do so by sending written notification to our facility addressed to Melody Lal at the email address [bizoffice.springfield@gmail.com](mailto:bizoffice.springfield@gmail.com). Confidentiality is a high priority in these matters to encourage involvement.

## **2.3 ENFORCEMENT OF SAFETY POLICIES**

The compliance of all employees with Springfield Montessori's IIPP is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Safety incentive programs
- Disciplinary action

## Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the Employee Orientation and ongoing staff meetings. This will help ensure that all employees understand and abide by Springfield Montessori's safety policies.

Third-party training programs will also be utilized to present materials in the most professional manner possible, from experts in the field. Online training may be required for employees, as well as in-person training classes held outside of business hours.

## Retraining

Specific job titles require training that may expire, and retraining will be required to hold such job positions. Examples include, but are not limited to:

- CPR/First Aid
- Medication Administration
- Workplace Harassment Prevention
- Mandated Reporter

## Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures established by Springfield Montessori can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but also affect the safety of coworkers and the children in their care. Accordingly, any employee who violates any of Springfield Montessori's safety policies will be subject to disciplinary action and possible Employee Violation Warning.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as the occurrence, is considered a serious violation of Springfield Montessori's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with Springfield Montessori's system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Verbal and written communication with the employee, stating facts of the violation on the

Employee Violation Warning form.

2. A written warning will initiate retraining as to correct procedure/practice.
3. Written warning with suspension
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard for safety. The Safety Coordinator will communicate with Executive Management if there are any questions about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations.

### **3. HAZARDS**

#### **3.1 HAZARD IDENTIFICATION AND EVALUATION**

To assist in the identification and correction of hazards, Springfield Montessori has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the IIPP. The following methods will be utilized to identify hazards in the workplace:

- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department or insurance carriers
- Periodic safety inspections

#### **Accident Investigations**

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action, including the identification and correction of hazards that may have contributed to the accident.

#### **Employee Observation**

Administrators shall be continually observing employees for unsafe actions and taking corrective action as necessary.

#### **Employee Suggestions**

Employees are encouraged to report any hazards they observe to their campus Administration team or the Safety Coordinator. No employee of Springfield Montessori is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to

disciplinary action.

### Regulatory Requirements

Springfield Montessori is subject to government regulations relating to safety through multiple agencies:

- California Code of Regulations, Title 22, Division 12. Enforced by the California Department of Social Services (CDSS) and Community Care Licensing Division (CCLD).
- California Department of Industrial Relations Cal/OSHA, Title 8, section 3203.
- Local Fire Marshal
- Local Health Department
- Local Zoning and Building Codes

### Outside Agencies

Several organizations will assist in identifying hazards in the workplace. These include insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA Consultation.

### Periodic Safety Inspections

Periodic safety inspections ensure that hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Director/Assistant Director or Safety Coordinator.

The Director/Assistant Director will walk the facility grounds at 9:30 am, 10:15 am, 11 am, 12 pm, 12:30 pm, 2 pm, 3:15 pm, and 4:15 pm daily to observe all aspects of daily operations and ensure all licensing rules and regulations are followed. They will initial the Admin Daily Rounds sheet. If violations need to be reported, the Internal Audit form may be used to record any licensing violations. Safety aspects that are checked include, but are not limited to:

- Ratios
- Overall safety of the building
- Security of hallways, doors, and playgrounds
- Snack supply and expiration dates

Additional safety inspections may be initiated:

- When new substances, processes, procedures, or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Safety Coordinator.

These inspections will focus on both unsafe employee actions and unsafe conditions. The following is a partial list of items to be checked.

- Compliance with the Code of Safe Practices
- Electrical safety
- Hazardous material
- Proper material storage
- Maintenance of exits
- Provision of first aid equipment and fire extinguishers

Any hazards identified will be corrected as soon as practical in accordance with the Springfield Montessori hazard correction policy.

If imminent or life-threatening hazards are identified that cannot be immediately corrected, all employees and children must be removed from the area, except those with special training required to correct the hazard, who will be provided with the necessary safeguards.

### Documentation of Inspections

Safety inspections will be documented by the Director/Assistant Director on the Admin Daily Rounds sheet. If violations need to be reported, the Internal Audit form may be used to record any licensing violations.

Documentation will include the following:

- Date and time at which the inspection was performed.
- The name and title of the person who performed the inspection.
- Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
- Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of three years.

## **3.2 HAZARD COMMUNICATION**

### Introduction

It is the policy of Springfield Montessori that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. This Hazard Communication Program will be monitored by the Director/Assistant Director, who will be responsible for ensuring that all facets of the program are carried out and that the program is effective. It is also our policy to minimize the types and amounts of hazardous materials we keep at our centers. If no hazardous materials are present at our facilities, this portion of the program will become inactive until such time as materials covered by the standard are present.

Our program (when active) consists of the following elements:

1. Hazardous material inventory
2. Collection and maintenance of Safety Data Sheets
3. Container labeling
4. Employee training

The following items are not required to be included in the program and are therefore omitted:

- Foods, drugs, cosmetics, or tobacco
- Untreated wood products
- Hazardous waste
- Consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

#### Hazardous Material Inventory

Springfield Montessori maintains a list of all hazardous materials used in our operations. This list contains the name of the product, purpose, and the location of the product.

#### Safety Data Sheets (SDS)

Copies of SDS for all hazardous substances to which employees may be exposed will be kept in a binder in the office at each campus or in the employee access files on the campus website. These SDS are available to all employees at all times, upon request.

The Director/ Assistant Director will be responsible for reviewing incoming SDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

New materials will not be introduced into the work area until an SDS has been received. The purchasing department will make it an ongoing part of their function to obtain SDS for all new materials when they are first ordered.

#### Container Labeling

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals will be checked by the receiving person to ensure the manufacturer's label is intact, legible, and has not been damaged.

The label must contain:

- The chemical name of the contents
- The appropriate hazard warnings
- The name and address of the manufacturer

All secondary containers will be labeled as to their contents with a reference to the original label.

## Employee Information and Training

All employees will be provided information and training on the following items through the Springfield Montessori safety training program, and before starting work with hazardous substances:

- Information regarding the use of hazardous substances in their specific work areas.
- The location and availability of the written IIPP. The program will be available in the office at all times.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- The controls, work practices, and personal protective equipment that are available for protection against possible exposure.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and material safety data sheets to obtain the appropriate hazard information.

## **Employee Rights Under The Hazard Communication Standard**

At any time, an employee has the right to:

- Access the SDS folder and the Hazard Communication Program.
- Receive a copy of any environmental sampling data collected in the workplace.
- See their employment medical records upon request.

## Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Before starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards
- Protective/safety measures that must be utilized
- The measures Springfield Montessori has taken to lessen the hazards include special ventilation, respirators, the presence of another employee, emergency procedures, etc.

## Contractors

We will obtain from outside contractors the names of any hazardous substances the contractor's employees may be using or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

### **3.3 HAZARD CORRECTION**

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

#### **Hazard Evaluation**

Factors that will be considered when evaluating hazards include:

- Potential severity- The potential for serious injury, illness, or fatality
- Likelihood of exposure - The probability of the employee or other person coming into contact with the hazard
- Frequency of exposure - How often employees come into contact with the hazard
- Number of people exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard
- Time necessary to correct - The time necessary to minimize or eliminate the hazard

#### **Techniques for Correcting Hazards**

1. Engineering Controls: Could include equipment replacement, facility repair, ventilation, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment: Includes back support belts, latex gloves, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

#### **Documentation of Corrective Action**

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Meeting Report
- Memo or letter

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

### **4. INCIDENT INVESTIGATION**

All work-related accidents will be investigated by the Safety Coordinator promptly. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

## Responsibility for Incident Investigation

Immediately upon being notified of an accident, the Safety Coordinator or other Administrative personnel shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident, to determine what corrective action should be applied to prevent future recurrence, not to fix blame or find fault. An unbiased approach is necessary to obtain objective findings.

### The Purpose of Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

### Types of Incidents to Investigate

- Fatalities
- Serious injuries
- Minor injuries
- Property Damage

### Procedures for Investigation

Immediately upon being notified of an accident, the Safety Coordinator will:

1. Visit the accident scene as soon as possible, while facts and evidence are still fresh and before witnesses forget important details, and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
2. Take photos or videos of the accident site.
3. Check that First Aid has been provided for the injured employee or student.
4. If possible, interview the injured persons at the scene of the accident and verbally "walk" them through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who knows about the accident, even if they did not actually witness it.
5. Report the accident to Executive Management. Accidents will be reported by the Administration team to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
6. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
7. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos if needed.
8. All accidents involving death, disfigurement, amputation, loss of consciousness, or hospitalization for more than 24 hours must be reported to Cal/OSHA immediately.
9. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and

how it could have been prevented. Determine what caused the accident itself, not just the injury.

10. Every investigation must also include an action plan. How can such accidents be prevented in the future?
11. In the event a third party or defective product contributed to the accident, save any evidence, as it could be critical to the recovery of claim costs.

### Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Help identify all contributing factors
- Reduces the chance of recurrence

### Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

### Questions to Ask

When investigating accidents, open-ended questions such as who?, what?, when?, where?, why?, and how? will provide more information than closed-ended questions, such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

### Once the Investigation is Completed

- Take or recommend corrective action
- Document corrective action
- Management and the safety coordinator will review the results of all investigations
- Consider safety program modifications
- Information obtained through accident investigations can be used to update and improve our current program

## **5. OFFICE SAFETY**

Office accidents can and do happen. To prevent them, Springfield Montessori has developed the following rules for our office staff.

- Report all accidents and injuries, no matter how minor, immediately.
- Correct or report any safety hazards that you observe.
- Clean up any spilled material that may present a slipping hazard.
- Do not stretch any cords across aisles that may present a tripping hazard.
- No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
- Keep all legs of the chair on the floor. Do not tilt chairs too far back.
- No one shall be in the possession of, or under the influence of, alcohol or controlled substances while on the premises.
- Close file drawers when not in use.
- Do not open more than one file drawer at a time. This could cause the cabinet to tip.
- Do not store heavy objects above your head that could fall on you in an earthquake.
- Do not store flammable or combustible materials near heaters or other heat sources.
- If you are unsure how to do any task safely, ask your Safety Coordinator.
- Always follow safe lifting procedures when lifting any object, and get help for heavy loads.
- Bend your knees, not your back
- Keep the load close to the body
- Keep your back straight
- Lift with your legs
- Do not lift and twist

### **5.1 ERGONOMICS**

Studies have shown over the years that poorly designed and arranged work areas, awkward work postures, and repetitive motions can lead to a variety of injuries, including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (RMI's). There are risk factors that increase an individual's likelihood of developing RMI's. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can. Including:

- The force used to perform a task,
- Posture while performing tasks,
- The number of repetitions performed in a given time period, and

- Mechanical stresses, such as hard surfaces.

## **5.2 PARKING LOT SAFETY**

Safety for ALL is a high priority at Springfield Montessori School. Drop-off and pick-up are high traffic times for cars and pedestrians alike. Drivers and pedestrians need to be watchful of their surroundings. We ask that all parents hold their child's hand upon exiting their vehicle and walk with them to their drop-off location. The parking lot is not the place to congregate and have lengthy conversations. Parents are asked to be mindful that parking is limited, and leaving car doors open prevents others from being able to park.

### **Parking Lot Rules**

- SLOW DOWN and proceed with caution while on the school premises.
- Accessible / Disabled Parking spots can only be used by vehicles showing a Disabled Person Placard, vehicles with a Disabled Person license plate, or by a person who has a Disabled Person Badge.
- Be courteous and do not leave car doors open or take up multiple parking spots.
- Do not double park and block other vehicles.
- The roundabout is closed off to all traffic and should not be used for drop-off and or pick-up. This area needs to remain clear for emergency vehicles AT ALL TIMES.
- Please do not leave children unsupervised at any time.

### **Pedestrian Accidents**

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are a few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

### **Parking Accidents**

Doors on a driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible for seeing that the traffic side is clear of traffic before any doors on that side are opened.

Accidents occurring when vehicles are properly and legally parked are considered non-preventable. Accidents occurring while the vehicle was double-parked or in a "No Parking" zone are preventable.

## **6. EMERGENCY MEDICAL SERVICES AND FIRST AID**

Springfield Montessori will ensure the availability of emergency medical services for its employees at all times. We will also ensure that all our teachers are appropriately trained to render first aid. Our safety coordinator will maintain a list of trained individuals and take steps to provide training for those who desire it.

### First-Aid Kits

Every classroom shall have access to at least one first-aid kit, inside the classroom Emergency Bag. Both the first-aid kit and Emergency bag will be inspected regularly to ensure that it is well stocked, and in a sanitary condition, and that any used items are promptly replaced. In accordance with California Code of Regulations, Title 22, section 101226, the following minimum first-aid supplies shall be kept out of reach of children, but accessible to staff:

1. A current edition of a first-aid manual
2. Sterile first-aid dressings
3. Bandages or roller bandages
4. Adhesive tape
5. Scissors
6. Tweezers
7. Thermometer
8. Antiseptic solution

In addition to the above, Springfield Montessori will keep the following items current in the classroom Emergency Bag.

1. Class list and emergency contact
2. Copy of LIC 627 for each student
3. Allergy list
4. Medication, if any (EpiPens)
5. Water bottles
6. Gloves
7. Mask
8. Disinfecting Wipes
9. CPR Mask (face cover)
10. Lantern
11. Snack

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in Springfield Montessori first-aid kits unless specifically approved, in writing, by an employer-authorized licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses.

### First Aid

Each employee is trained in First Aid, as well as informed of the procedures to follow in case of injury or illness through our employee orientation program, Code of Safe Practices, and safety meetings.

### Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

1. For severe accidents, call 911 and request the Paramedics.
2. Employees must report all work-related injuries to the administration immediately, even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers' Compensation benefits and disciplinary action.
3. The Director/Assistant Director, employee, and first aid trained person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a Springfield Montessori Accident Report in case complications arise later.
5. In all cases, if the employee cannot transport themselves for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness, or death, phone contact should be made with management. Contact must also be made with the nearest Cal/OSHA. office

## **7. FIRE PREVENTION AND EMERGENCY ACTION PLAN**

Springfield Montessori has developed the following emergency plan to cover those designated actions that must be taken to ensure employee and student safety from fire and during other emergencies.

### **Facility Emergency Evacuation and Fire Prevention**

The Director/Assistant Director is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the facility, and that all required firefighting and emergency equipment is available and in good condition.
2. The following emergency items will be maintained:
  - First aid kits (Emergency bags)
  - Drinking water
  - Flashlight
  - Portable battery-powered radio and batteries
  - Fire extinguishers
  - Wrench to shut off the main gas valve
3. That a facility map designating all emergency evacuation routes and the locations of all fire-fighting equipment, emergency supplies, and equipment is current and up to date. These maps will be posted in at least two locations in the facility.

4. Track and document that all employees are trained in the procedures to be followed in the event of fire, earthquake, or other emergency, including how to properly notify other affected employees.
5. Identify potential fire hazards in the facility and ensure that adequate steps are taken to prevent fires.
6. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.
7. Planning, executing, and documenting monthly fire drills.
8. Planning, executing, and documenting the annual earthquake drill, The Great ShakeOut.

### During an Emergency

In the event of an emergency such as an earthquake or fire, all employees are expected to evacuate the premises immediately. After the emergency evacuation has been completed, a head count will be taken to ensure everyone is out of the building. All employees will respond accordingly to the Emergency Response Team protocol prepared by the Director/Assistant Director at the start of each school year. The Emergency Response Team protocol will assign each employee to an emergency team. Once an employee is assigned to an emergency team, that employee stays on that team. Prior to the Annual August Staff meeting, new employees are added. Employees are trained for their prospective role at their campus-specific staff meeting in August, before the school year starts. The Director/ Assistant Director updates the teams and communicates the changes to employees at the March In-Service meeting and again at the June Staff meeting. Any questions about this plan should be directed to the Director/Assistant Director.

Teams included:

- Emergency Operation Center
- Search and Rescue
- First Aid
- Security Damage
- Support
- Student Release
- Shelter/ Food & Water

### Emergency Operation Center Team

Team Leader: Responsible for all activities on the school site, serves as liaison for other team leaders.

Communication: Responsible for communications between the emergency response teams. Also responsible for communication with other agencies like emergency response personnel, Red

Cross, parents, etc. Prioritize communication: 1) Life-threatening, 2) Property-threatening, 3) Non-emergency

Enumeration: Responsible for accounting for all students and staff and their health. Get the roll from all the teachers to determine if any students are missing. Lists from the Search and Rescue Team and the First Aid Team must be gathered. All information should be reported to and updated for the Team Leader.

### Search and Rescue Team

Responsibilities: Staff equipped with keys to the school must make a quick sweep through the school buildings and grounds to locate victims and call for First Aid assistance if necessary, and make a gross assessment of the building condition and damage.

- One member from this team must have CPR/first Aid training
- This team's efforts must be coordinated with both the First Aid Team and the Security/Damage Assessment Team

### First Aid Team

Responsibilities: Develop an area for the First Aid Station. Correspondent with the fire and paramedic departments.

- Persons with life-threatening emergencies are to be brought to the Emergency Operation Center Team's attention ASAP
- Persons with non-emergency injuries that do not require immediate attention within the first hour, provide comfort, support, and monitor their injuries, and carefully watch for signs of shock
- Always be in communication with the Emergency Operations Center Team

### Security Damage Team

Responsibilities: This team shuts off utilities, if necessary, secures the campus, monitors the traffic flow, and directs parents to the student release area.

- After the immediate danger has passed, they will do a secondary and more detailed assessment of the building and report the nature and extent of damage to the Emergency Operation Center Team.
- The team secures the campus to minimize unauthorized access or exit

### Support Team

Responsibilities: Provide responsive action in assisting with the emotional and psychological needs of the students and staff, or rescuers during an earthquake, environmental disaster, or crisis.

- Provide essential support to the welfare and positive morale of the student population.

### Student Release Team

Responsibilities: This team is accountable for the timely and accurate location and eventual release of the students to their parents.

- Accumulate a daily report of attendance and supervise the disposition and release of EVERY student.
- Reports of release will be provided to the Emergency Operations Center Team

### Shelter Food & Water

Responsibilities: Inventory the number of meals that can be served for the next 48-hour period.

- Identify the status and availability of food and water
- Prepare and serve food to students
- Make provisions to acquire additional food and sanitary supplies from vendors
- All activities should be reported to the Emergency Response Team

Employees, students, and parents will be notified of emergencies through one of the following:

- Fire alarm
- Emergency horn
- Direct voice communication
- Text message
- Procare messages
- Constant Contact email

## **8. PROGRAM RECORDS**

The Springfield Montessori Director/Assistant Director will ensure the maintenance of all IIPP records for three years, including:

1. New Employee Safety Orientation forms
2. Code of Safe Practices
3. Disciplinary actions for safety
4. Safety inspections
5. Safety meeting attendance
6. Accident investigations
7. Cal/OSHA log of injuries
8. Inventory of Hazardous Materials

## **9. APPENDIX**

**PREVENT**



**SLIPS**

**AND**



**FALLS**

**QUICKLY CLEAN  
UP ALL SPILLS**



Hands that look clean can still have icky germs!

# WASH YOUR HANDS!



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



# SPRINGFIELD MONTESSORI SCHOOL

## CODE OF SAFE PRACTICES

All persons shall follow this Code of Safe Practices and render every possible aid to safe operations. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination. Immediately report any unsafe conditions, accidents, injuries, or illnesses to the administration team.

1. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, prescription, or over-the-counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue, or an illness shall be prohibited from working.
2. Staff will actively watch, listen, and interact with children, ensuring they are never unattended, indoors or outdoors.
3. Staff will adhere to state-mandated staff-to-child ratios at all times.
4. Daily Health Screening will be conducted for each student upon arrival.
5. Clearly defined Health Policy and child illness protocols are in place.
6. Controlled entry to the building, and outdoor play areas, as well as locked doors and cabinets, ensure safety and authorized entry to secure areas.
7. All Cleaning supplies will be locked away.
8. Strict handwashing procedures are in place for children and staff.
9. Thorough cleaning procedures are strictly followed.
10. All staff are trained in CPR, first aid, emergency preparedness, and emergency drills.

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administration@springfieldmontessori.com  
WC License #073405026

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dublinadmin@springfieldmontessori.com  
Dublin License #013406853



# SPRINGFIELD MONTESSORI SCHOOL

## EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Please initial each of the following categories as they are reviewed/ discussed:

\_\_\_\_\_ Tour of the premises- Identify key areas where children are not allowed

- Classrooms
- Staff break rooms, bathrooms
- Outdoor Playground Areas

\_\_\_\_\_ Safety Program Policies

- Hours of operation & building entry
- Staff, student & parent entry & attendance tracking
- Food handling & preparation
- Child Health Policy
- Administration of Medications Policy
- Hand washing/ Diapering Policies
- Safe lifting practices
- Injury/illness/Incident Reporting
- Abuse/ Neglect Policy (Including mandated reporting information)
- Supervision of Children Policy (indoors, nap time, bathrooms, and outdoors)
- Closing Time Plan
- Child Behavior Management Techniques
- Emergency Plans & Procedures
- First Aid & CPR Procedures
- Administration of Medication Policy

The above information concerning Policies & Procedures has been reviewed with me.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# SPRINGFIELD MONTESSORI SCHOOL

## VIOLATION WARNING NOTIFICATION

Employee Name: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Violation(s):

Safety Violation: \_\_\_\_\_

Cell Phone Use - Location:  
\_\_\_\_\_

Using Side Gate to Enter/Exit \_\_\_\_\_

Dress Code: \_\_\_\_\_

Not Properly Supervising Students-Location: \_\_\_\_\_

Unauthorized Absence(s) \_\_\_\_\_

Other: \_\_\_\_\_

Immediate and corrective action must be taken to ensure full compliance. Further misconduct or violation(s) can result in disciplinary action, up to and including immediate termination.

I have read this warning notice and understand it.

Employee Signature: \_\_\_\_\_

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

Administration Signature: \_\_\_\_\_

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

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# SPRINGFIELD MONTESSORI SCHOOL

## EMPLOYEE IIPP ACKNOWLEDGMENT

By my signature below, I acknowledge that I have reviewed a copy of the Springfield Montessori Injury & Illness Prevention Program (IIPP) manual and have become familiar with the Code of Safe Practices, on the date indicated below, and have access to this manual. I also acknowledge that I have read and understand the contents of the IIPP and I (check one) do \_\_\_ do not \_\_\_ want to discuss the manual or procedures described in it with my Supervisor or another school official.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Springfield Montessori.

I also understand that I am to report any injury to administration immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Springfield Montessori Injury and Illness Prevention Program at any time.
- I will not be discriminated against for reporting safety concerns.

Campus (Circle One):      Dublin      Walnut Creek

Employee Printed Name  
(Printed): \_\_\_\_\_

Employee  
Signature: \_\_\_\_\_

Date of Signing: \_\_\_\_\_

Director/ Site Supervisor  
Signature \_\_\_\_\_

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# SPRINGFIELD MONTESSORI SCHOOL

## PROCEDURES FOR REPORTING AN INCIDENT OR INJURY

**Incident & Injury Policy-** Each incident is recorded on an **Incident Report** form, no matter how small the bruise or scratch may be. If the child is going home with a bruise or a scratch, please call the parent and inform the PM staff of the incident. No child should leave the school with unexplained bruises or band-aids. Please take all head bumps (injuries) seriously. Inform the parent at once and fill out the **Injury Report (different from the standard Incident Report)**. If the child requires medical attention, call the parents immediately.

To cover ourselves in every way, please incorporate the steps listed below when reporting an incident or injury to a parent:

- Administer First Aid and calm down the child.
- Inform the Administration as soon as possible.
- Call the parent promptly. The teacher who witnessed the incident/injury should be the one to call, even if the child is not in that teacher's class.
  - If the injury occurred on the head or mouth of a child, a parent/guardian must come to assess the child ASAP.
  - If the call goes to voicemail, leave a clear message and give specifics of the incident/injury. Give the time and date. Emphasize that the parent needs to call back.
  - If neither parent answers, follow up with a detailed message on Procure.
- Inform the child's teacher if an incident/injury occurred in a different classroom/outside, and the PM staff if the child stays for childcare.
- Fill out the Incident Report, or Injury Report (Head Injury), and give a copy to **Administration on the same day.**

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# Springfield Montessori School

## INCIDENT REPORT FORM

### INCIDENT

NAME OF CHILD: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

INCIDENT: \_\_\_\_\_

PARENT NOTIFIED:  YES  NO

VIA PHONE  VIA NOTE

TIME NOTIFIED: \_\_\_\_\_

MESSAGE(S) LEFT: \_\_\_\_\_

ACTION: \_\_\_\_\_

### INCIDENT

NAME OF CHILD: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

INCIDENT: \_\_\_\_\_

PARENT NOTIFIED:  YES  NO

VIA PHONE  VIA NOTE

TIME NOTIFIED: \_\_\_\_\_

MESSAGE(S) LEFT: \_\_\_\_\_

ACTION: \_\_\_\_\_



# Springfield Montessori School

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## INJURY REPORT FORM

**IMMEDIATELY AFTER THE INJURY OCCURS, THE INJURY REPORT FORM MUST BE FILLED OUT COMPLETELY AND RETURNED TO THE OFFICE. (THIS PROCESS MUST BE COMPLETED WITHIN TWO HOURS AFTER THE INJURY OCCURS).**

**DATE & TIME OF THE ACCIDENT:** \_\_\_\_\_

**DATE OF THE REPORT:** \_\_\_\_\_

**1. CHILD'S NAME:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_

**2. WHERE AND HOW DID THE ACCIDENT OCCUR?**

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**3. WHO OBSERVED THE ACCIDENT?**

---

**4. WHAT PROCEDURES WERE TAKEN?**

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5. WERE THE PARENTS NOTIFIED? (PLEASE EXPLAIN)

---

---

---

6. OUTCOME, IF ANY BY COMMUNICATION WITH PARENTS:

---

---

---

---

---

---

---

TEACHER'S SIGNATURE: \_\_\_\_\_

DATE OF WHEN FORM WAS COMPLETED: \_\_\_\_\_

DIRECTOR'S SIGNATURE: \_\_\_\_\_

ADMINISTRATIVE COMMENTS:

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**INJURY OCCURS**

**ASSESS INJURY**

**Remember to  
Remain Calm in  
Emergency  
Situations**

**Severe  
Injury**

Call 911

Inform the  
office

Call the  
parents

Provide first aid  
until ambulance  
arrives

Office Completes  
LIC 624

**Non  
Emergency  
Head Injury**

Provide first aid  
ice/gauze/  
bandaid

Inform the  
office

Call parents

Complete  
Head Injury  
Form

Parent comes  
to check child

**Non  
Emergency  
small  
Injury**

Provide first aid  
ice/gauze/  
bandaid

Inform the  
office

Call/Procure  
Parents





Complete  
Incident Report

For a suspected or active food allergy reaction:

FOR ANY OF THE FOLLOWING **SEVERE SYMPTOMS**

-  **LUNG:** Short of breath, wheezing, repetitive cough
-  **HEART:** Pale, blue, faint, weak pulse, dizzy
-  **THROAT:** Tight, hoarse, trouble breathing/swallowing
-  **MOUTH:** Significant swelling of the tongue and/or lips
-  **SKIN:** Many hives over body, widespread redness
-  **GUT:** Repetitive vomiting or severe diarrhea
-  **OTHER:** Feeling something bad is about to happen, anxiety, confusion

OR MORE THAN ONE **MILD SYMPTOM**

-  **NOSE:** Itchy/runny nose, sneezing
-  **MOUTH:** Itchy mouth
-  **SKIN:** A few hives, mild itch
-  **GUT:** Mild nausea/discomfort



1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Request ambulance with epinephrine.

# Epinephrine Injection:

The quick, easy-to-use shot

*that could save lives.\**

It's not the last resort!



## WHAT Is Epinephrine?

Also known as adrenaline, epinephrine is a hormone our body makes naturally, and it is used to treat severe or life-threatening allergic reactions known as anaphylaxis. Anaphylaxis can occur after exposure to allergens such as:

- Food
- Insect stings
- Medications

## WHEN When to Use Epinephrine

At the first sign of a severe allergic reaction.

Signs of a reaction include:

- Difficulty swallowing or drooling because you can't swallow
- Coughing, difficulty breathing or chest tightness
- Repeated vomiting or significant abdominal pain

## HOW to Use an Epinephrine Injector\*

- 1** Hold the auto-injector tightly in a fist. Remove the blue safety cap from the top end.



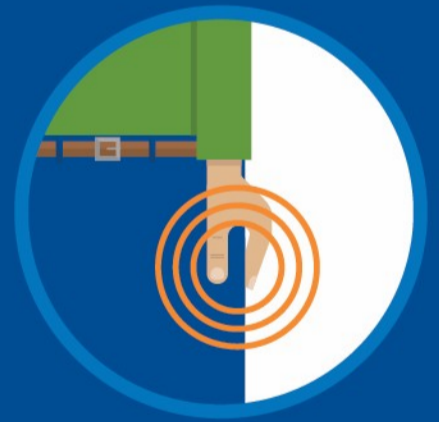
- 2** Place the orange end of the device against the middle of the outer thigh and push firmly.



- 3** Keep the pen pressed firmly against the thigh for 3 seconds.



- 4** Remove pen and massage the injection area.



\*Always follow the manufacturer's instructions for the specific injector you are using.

## AFTER USE

- Get emergency medical help right away
- Make sure a second injection is nearby; if symptoms continue or come back within 10–15 minutes, you may need another dose
- Take (or give your child) an antihistamine

## TYPES OF EPINEPHRINE

Common brands include:

- EpiPen® Auto-Injector
- EpiPen® Jr. Auto-Injector



## TIPS

- Carry two auto-injectors with you at all times
- You can inject through your clothing
- Epinephrine is a very safe medicine. If you think you need it, use it.

\*This applies to EpiPen and generic epinephrine autoinjectors made by Viatrix and Teva Pharmaceutical Industries.

## LICENSING AUDIT

In preparation for our annual licensing visit, the administration is conducting audits to ensure that each classroom is prepared and meeting the requirements outlined by Community Care Licensing. Please review and sign this form upon completion of the internal audit. If corrections are noted, please immediately address the issue, sign, and return the notice to administration.

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ROOM # \_\_\_\_\_ TEACHERS: \_\_\_\_\_

CHECKLIST	YES	NO	NOTES
Staff signed in			
Children properly supervised			
Tidy classroom environment			
Ratios posted			
Ratios maintained			
Snack posted			
Proper snack preparation			
Locked cabinets			
Covered trash can(s)			
Tidy bathroom			
Covered electrical outlets			
Cleaning solution properly stored			

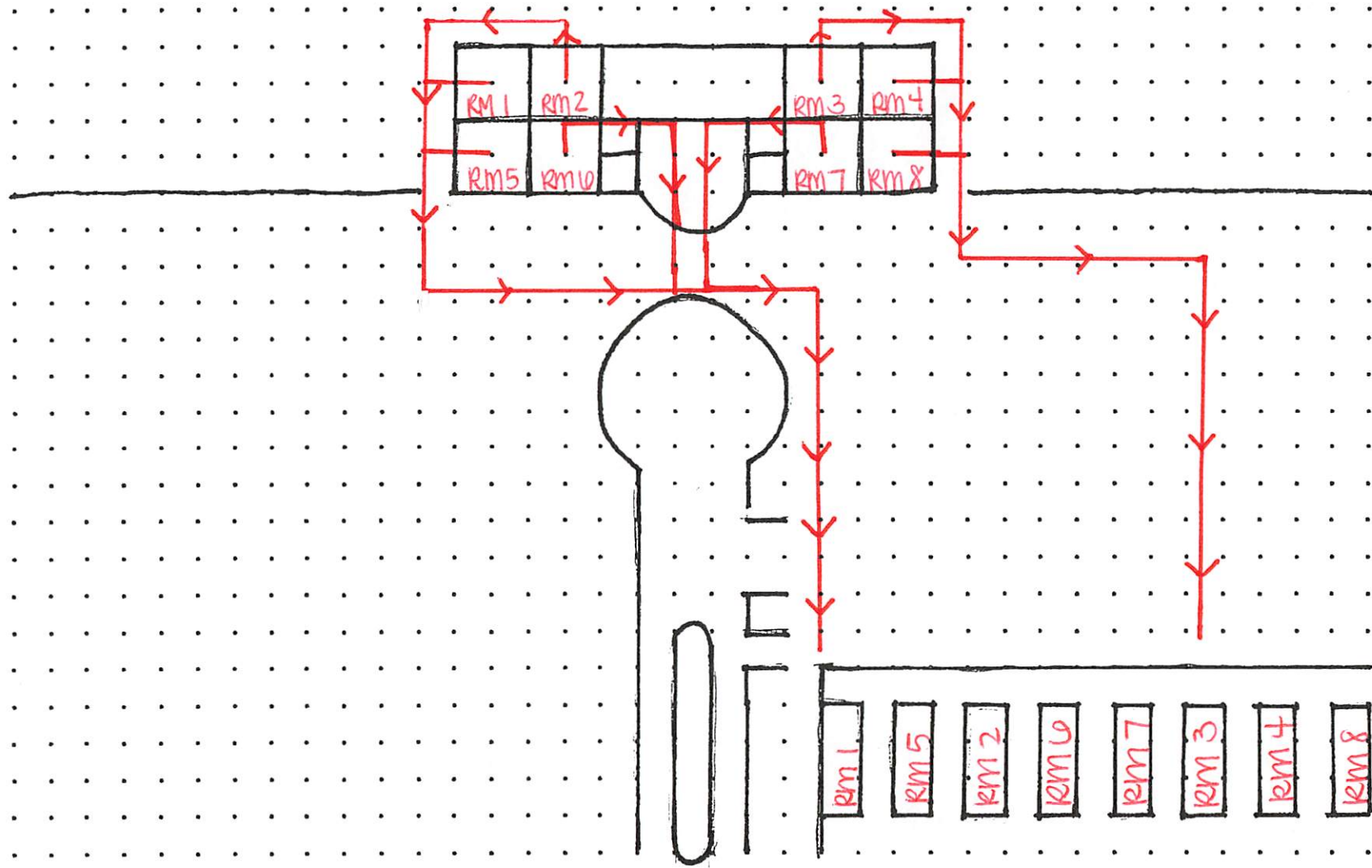
### YARD

CHECKLIST	YES	NO	NOTES
Children properly supervised			
Ratios known			
Yard safety			
Cleaning solution stored properly			
Gates secured			
Sufficient tanbark levels @dome, swings, slide			

TEACHER SIGNATURE: \_\_\_\_\_

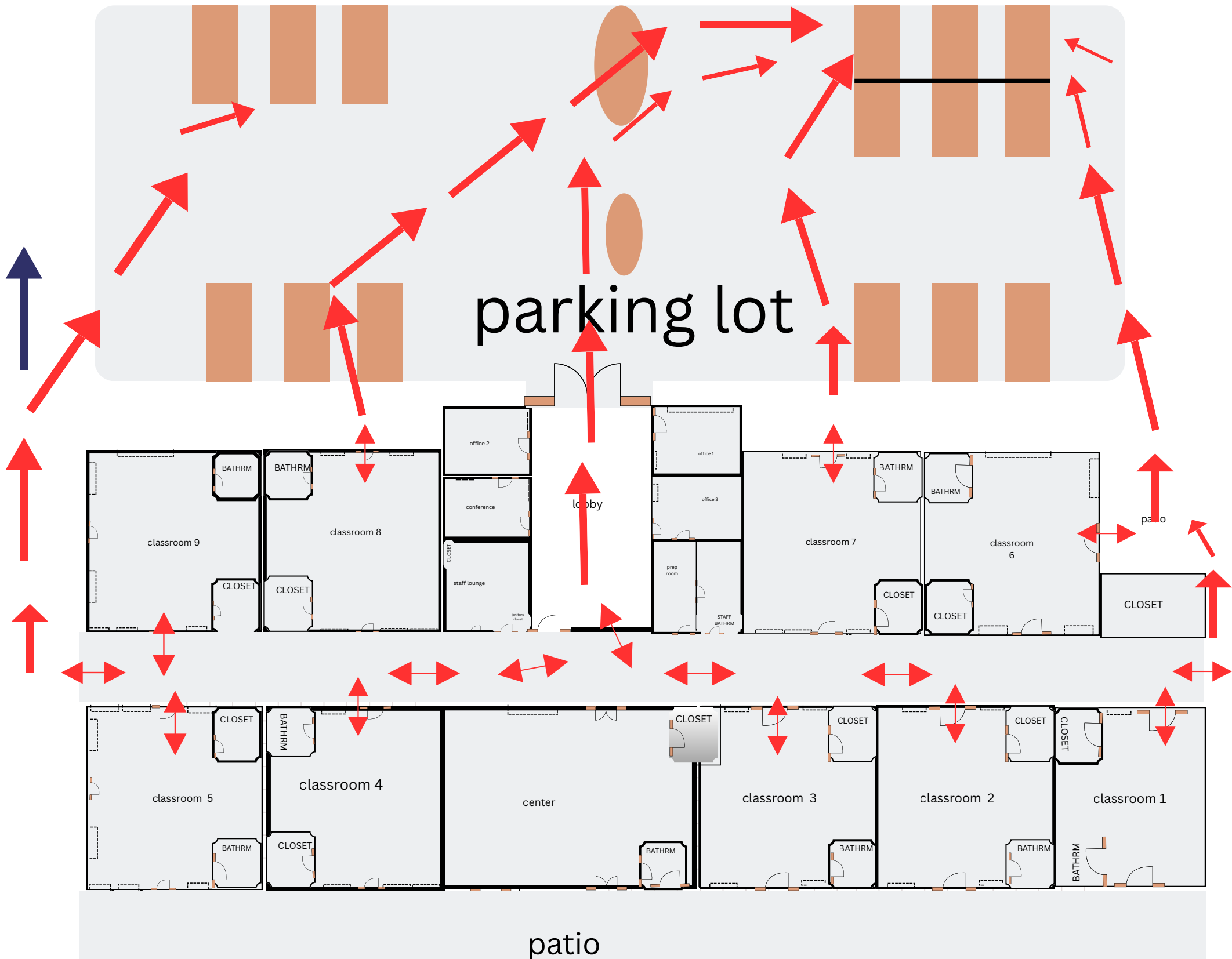
TEACHER SIGNATURE: \_\_\_\_\_

ADMINISTRATION: \_\_\_\_\_



evacuation plan - WC

# DUBLIN FIRE EVACUATION ROUTES



Room 7 & 8 will exit to through their door closet to the parking lot and walk to their meeting spot

Room 6 will exit to through their side door then go thru the gate to the parking lot and walk to their meeting spot

Room 5 & 9 will exit to the hallway or their exit doors and then exit to the parking lot

Room 2 , 3 & 4 will exit to the hallway and go thru the lobby and front door then exit to the parking lot

Room 1 will exit to through to the hallway door then go thru the gate to the parking lot and walk to their meeting spot

Emergency Response Teams- DUBLIN  
Updated as of 4/16/2026

Emergency Ops. Center

Irene Raducanu  
Sonia Castro  
Tali Udler

Shelter, Food, Water Teams

Renee Mizuhara  
Ila Ortega  
Vandana Lahiri

First Aid Teams

Chandani De Silva  
Dimple Gandhi  
Vandana Lahiri

Food/Water

Habab Abdalla  
Renee Mizuhara  
Sonia Castro

Support Team

Chandani de Silva  
Renee Mizuhara  
Tali Udler  
Ila Ortega

Search & Rescue Team

Irene Raducanu  
Habab Abdalla  
Vivian Chan

Student Release Team

Renee Mizuhara  
Irene Raducanu  
Vandana Lahiri

Security/Damage Assessment

Geetha Kowligi  
Alka Mishra  
Tali Udler

Emergency Response Teams- WALNUT CREEK

Emergency Operation	Search and Rescue Team
Rachel Jacobsen	1. Belinda Thompson
Rosanne Esplanada	2. Trupti Kadoo
Daniella Cardinal	3. Mika Ocampo
Shashi Lal	4. Taciana Geer
First Aid Team	Security/Damage Assessment Team
1. Melissa Arsedo	1. Katrina Gomez
2. Marisol Bartlett	2. Bahia Reneau
3. Michele Montenegro	3. Emma Wang
4. Keiko Martinez	
Support Team	Student Release Team
1. Lori Sanderson	1. Marlen Lopez
2. Karla Lian-Salman	2. Samar Elkarmout
3. Eirini Shehata	3. Briana Reason
4. Ji Lim	4. Bailey Beck
Shelter, Food, and Water Team	
1. Christine Chung	3. Nafisa Haider
2. Gin O'Neill	

## Daily Rounds and Observations

Week of:

	Mon	Tues	Wed	Thurs	Fri
9:30am					
10:15am					
11:00am					
12:00pm					
12:30pm					
2:00pm					
3:15pm					
4:15pm					

## Daily Rounds and Observations

Week of:

	Mon	Tues	Wed	Thurs	Fri
9:30am					
10:15am					
11:00am					
12:00pm					
12:30pm					
2:00pm					
3:15pm					
4:15pm					



# SPRINGFIELD MONTESSORI SCHOOL

Dear Parents,

The flu season is in full swing and the control of communicable illness amongst the children is of prime concern.

Springfield implements the following preventive health practices which may help stop the transmission of common cold and flu viruses:

- Proper hand washing & daily sanitizing.
- Wearing gloves when preparing food or handling bodily liquids.
- Excluding any sick child from the classroom.
- Spending time outdoors weather permitting.
- Serving nutritious snacks.
- Separating personal belongings.

We would like to remind you that Springfield Health Policies are outlined in the School Information Package. These have been developed in partnership with the Health Department, Community Care Licensing – Child Care Division, and local Pediatricians.

To protect all Springfield students, as well as your child, we ask that families assist us by **keeping sick children at home** if they have experienced any of the following symptoms **within the past 24 hours**:

- A fever.
- Is taking antibiotics and is in the first 24 hours of the course.
- Shows signs of a newly developing cold or uncontrollable, constant cough.
- Is suffering from diarrhea, or an upset stomach.
- Is not able to retain food or liquid (vomiting).
- Presents an unusual or unexplained loss of appetite, fatigue, irritability, or has a headache.
- Has any heavy discharge or drainage from eyes, nose, ears, or open sores.
- Sick appearance, not feeling well, and/or not able to keep up with program activities.

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Dublin License #013406853



# SPRINGFIELD MONTESSORI SCHOOL

Please note that if your child becomes ill with any of these symptoms you will be notified and required to pick him/her up immediately. We appreciate your prompt cooperation with this matter!

If you have any questions about whether your child is well enough to attend school that day, please call us before bringing your child to school.

Thank you for your partnership in keeping our children and staff safe and healthy!

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# SPRINGFIELD MONTESSORI SCHOOL

## PLAN OF OPERATION FOR INCIDENTAL MEDICAL SERVICES

### INHALED MEDICATION

- A written permission to provide the incidental medical service from Parental/Authorized representative will be collected and placed in the child's file prior to the child attending Springfield or prior to the child needing any incidental medical service.
- LIC 9166 and written instructions from the child's physician will be placed in the child's file and in the classroom kit and kept ready for use at all times. Instructions will include administration, side effects and reactions, dosage, actions in the event of side effects, proper storage, and the telephone number of the prescribing physician.
- Staff will be trained on how to administer medication/service, on the use and maintenance of required equipment/supplies, and what to do in emergencies.
- Records of medication/service provided will be filled out and kept in the child's file.
- Ensure that proper safety precautions are in place, such as wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- Continued daily use will be recorded daily. In case of emergency, Emergency personnel will be called, and parents/authorized representatives will be informed of each occurrence of incidental medical service to their child immediately via phone/voicemail.
- All serious incidents, as well as changes in Plan of Operations that affect children, will be reported to the Department of Social Services immediately.
- Existence of a plan for transporting medication, equipment, and supplies with child(ren) to ensure incidental medical services are not interrupted, when there is a disaster that requires relocation of children from the facility.



# SPRINGFIELD MONTESSORI SCHOOL

## PLAN OF OPERATION FOR INCIDENTAL MEDICAL SERVICES

### EPI-PEN

- A written permission to provide the incidental medical service from Parental/Authorized representative will be collected and placed in the child's file prior to the child attending Springfield or prior to the child needing any incidental medical service.
- Written instructions from the child's physician (per labeled instructions) will be placed in the child's file and in the classroom kit and kept ready for use at all times.
- Epi-Pen will be protected from exposure to light and extreme heat.
- No expired medication will be retained in the facility.
- Staff will be trained on how to administer medication/service, on the use and maintenance of required equipment/supplies, and what to do in emergencies.
- Records of medication/service provided will be filled out and kept in the child's file.
- Ensure that proper safety precautions are in place, such as wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- Emergency personnel will be called, and parents/authorized representatives will be informed of each occurrence of incidental medical service to their child immediately via phone/voicemail.
- All serious incidents, as well as changes in the Plan of Operations that affect children, will be reported to the Department of Social Services immediately.
- Existence of a plan for transporting medication, equipment, and supplies with child(ren) to ensure incidental medical services are not interrupted, when there is a disaster that requires relocation of children from the facility.



# SPRINGFIELD MONTESSORI SCHOOL

## SNACK POLICY

### Ordering & Receiving

- Weekly orders placed (Wed for Fri delivery) based on snack calendar.
- Upon delivery, the intake person verifies:
  - Order accuracy and quantity
  - Expiration dates
  - Quality of perishable items- produce and dairy
- A Weekly Snack Delivery Receiving Log is completed and signed by the staff receiving the order.

### Storage & Inventory

- All items follow FIFO (First In, First Out).
- Perishable items are refrigerated **immediately**.
- A Refrigerator Inventory Checklist is posted on each fridge and includes:
  - Current items and expiration dates
  - Date opened (if applicable)
- Checklist is updated at delivery, as items change, and during weekly review by the Administration.

### Daily Snack Procedures

- Snack schedule is posted daily by 9 am and by 3:00 pm by the classroom teachers.
- Leftovers are labeled, sealed, and stored properly. Discard as needed.

### Cleaning & Monitoring

- Refrigerators are cleared every Friday by the administration.
- A monthly refrigerator cleaning log is signed weekly.
- Administration conducts ongoing monitoring of storage and logs.

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