

Contents for the Classroom Notebook

- Student Emergency Card, include a completed Care plan for student's who have allergies, emergency medications or medical conditions. The emergency cards should be updated each time a child transitions to the next classroom. For children who are in a classroom for more than a year, have those emergency cards updated yearly in September.
- Employee Emergency Card, include a completed Care plan for employees who have allergies, emergency medications or medical conditions. The emergency cards should be stored in the classroom notebook where the employee spends most of their time. Pick a classroom notebook to store the other employee's emergency cards; example Director, substitutes, cook, etc. This form should be updated yearly in September.
- Emergency numbers including the owner, director, 911, the nearest hospital, Poison Control, child protective services, licensing, local health department, local department of social services
- Emergency procedures which include emergencies that would require everyone to evacuate the building, to relocate to another location and emergencies that require extended care on site. Do you know where your emergency supplies and suitcases are in your program? Do you know where to go if your class gets separated from the rest of the school?
- The program annual plan for the school year and for the summer camp program. This plan includes programming themes, special events, field trips, Pre-K graduation, training conferences, school pictures, staff meetings, staff development days, school closings, art shows, family education programs, book fairs, open houses, food drives, etc.
- Playground Safety Plan
- Injury Prevention Plan
- Staff Manual
- Classroom opening and closing procedures
- Directions on how and when the children and staff are required to wash their hands.
- Directions on how to properly wash and sanitize the tables and high chairs.
- Directions for proper diapering procedures, including how to properly dispose of gloves.
- Directions on when and how to use a sanitizing solution for disinfecting the diapering area, tables and high chairs and toys. Who is mixing this solution and where are they mixing it? Everyday?
- A diagram of the mat or chart position chart for where the children nap everyday. Include a number chart if the mats or cots are individually assigned with numbers instead of the children's name.
- All memos, notes and agenda's from staff meetings or correspondence from the Director for reference.
- Extra Injury Report Forms
- Behavior Log Forms
- Diaper Cream and sunscreen forms, if applicable.
- A list of survival activities and songs for your classroom. Include special things about the daily routine. Mention information about the children in care that would be helpful to know if someone else had to run your class.
- This notebook should be reviewed monthly to ensure that the information is current.

Sample emergency card to be placed near all telephones in the child care program

The ABC Preschool
1155 School Street, Richmond, Virginia 23388
804-645-7749

Police, Fire or Ambulance - 911
Poison Control - 800-222-1222
State Licensing – 757-773-8763
St. Mary's Hospital – 757-758-7756

Mrs. Kathy Smith, owner – 757-564-1432
Chesterfield Dept of Social Services 757-883-3654
Child Protective Services – 800-664-6573
Chesterfield Health Department 757-888-7583

Remember: When reporting an emergency, remain calm, speak clearly and answer the questions that are asked by the appropriate agency.