

8/23/2024

## Corrective Action Plan

1. Description: The center's tracking procedure was not properly adhered to on 7/24/24 when exiting the Rainbow class on 7/24/2024 for a tornado drill. There were 8 children documented on the tracking record but the class exited with 7 children. The tracking was implemented properly once the class was in the designated tornado shelter and the 8th child was retrieved.
2. Description: A child was not within sight and sound supervision of a child care worker on 07/24/24, when a child was left alone in the Rainbow room during a tornado drill for 2 minutes 25 seconds

**CAP.**- Our transition policy has been updated to include teachers verbally verifying the number of children present when going through a door, rounding a corner and after a stop. In addition, we have updated our tornado drill procedure to include an administrative staff person to check the rooms on each floor, as well as an admin staff at the bottom of the stairs to verify the number of children in each classroom.

### Transitions

1. When transitioning children, the teacher will name a face count of all children who will be transitioning before leaving.
2. The teacher will then use the walkie talkie or phone to contact the receptionist and relay how many children you have and where you will be going. The receptionist will confirm the number of children with their record in procure.
3. While transitioning, one teacher will position themselves at the front of the line and face the line walking backwards and the other will position themselves at the back of the line. Children are not permitted to go ahead of a teacher.
4. Before exiting the location, the last teacher is responsible for doing a visual scan of the location to ensure all children assigned to the classroom are accounted for. The person at the front of the line is then responsible for counting the children and doing a name-to-face check in accordance with the group tracking sheet in the binder.
5. **Updated** -Both teachers will count their children after going through a door, rounding a corner, or stopping for any reason during the transition, and verify the number of children present verbally with each other before moving forward.
6. Upon arrival the teacher at the front will conduct a name to face count of all children. The teacher will then use the walkie talkie or phone to contact the receptionist and confirm the number of children and their arrival.
7. When a teacher leaves for the day, and children are either combined with another class or a floater, you must give the person the tracking binder. If a child is visiting your room for the day, add their names to the bottom of your tracking sheet.

## **Fire and Tornado Procedures**

Fire and tornado safety procedures are posted throughout the Center building and are posted in all classrooms. Further information on Fire and Tornado procedure can be found in the COA Safety Manual. **It is important that all Early Education Center Employees frequently review and remain familiar with these procedures, 251.05(2)a3.** Fire drills will be conducted with the children each month. Tornado drills are conducted monthly with the children between April- October. The center is built with ADA code and evacuation considerations for children/adults with disabilities. **Update for tornado: An administrative staff member will be assigned to check classrooms before leaving the floor. Another administrative staff member will be stationed at the bottom of the stairs to verify the number of children present.**