

TEDDY BEAR SAFETY PROTOCOLS

I want all of you to know that your child's safety is our number one priority. I realize many of you do not know what we do in our program when it comes to safety. Our school district employees meet monthly for a Safety Meeting. The people in this committee are Principals, the Superintendent, Directors, Secretaries, School Resource Officer, Fire Department, EMS and Sheriff Nowlin. We meet and talk about what our needs are in keeping our buildings secure, whether we need support and what is and what is not working. Teddy Bear conducts one fire drill monthly and alternates between a Hold, Secure, and a Lockdown monthly. A hold is where students and staff clear the hallways and remain in their classroom with the doors locked, teachers carry out their day as usual. A secure is where staff and students remain inside the buildings and continue business as usual. When we do a Lockdown drill, the children are told we are having a Lockdown drill. When they ask why, we tell them we are practicing to be as quiet as we can; we will whisper to tell stories/read books and we will be done quickly. So when we say we are practicing our Lockdown drill they know where to line up, what part of the building we go to and that we stay quiet and tell stories. We keep it VERY simple and they do not ask for more of an explanation.

Our doors are locked at all times other than the 30 minutes for pick up and drop off of children. The interior doors are also locked but they have a magnetic strip on the latch so that if we need to we can quickly remove the strip and close the door. There is a camera/intercom/door switch in the office and modular building (Toddler/Teresa class). The side and back doors are ALWAYS locked. The preschool building has a camera on the front of the building and the modular building has one mounted on the side with a monitor on the front desk for viewing at all times. If you need to come into the preschool or modular building at times other than pick up or drop off, you must ring the bell near the door. We can **see** you and **hear** you on the monitors. We have a direct line(radio) to the Sheriff's office that remains on 24 hrs a day for an emergency. We also have radios that give us immediate communication with our district SRO and the other schools in our district.

When we have a Hold or Secure, a notice will be placed on the preschool door and in the modular windows to inform you. We CANNOT let you or anyone else come in or out of these doors at this time. It is for your child's SAFETY that we *do not* open doors at this time. Believe me when I say, I do understand your concern and panic if we should go into a Hold or Secure status, so I will provide you with my cell phone number **970-739-4244** -call me if you need to. We do not know how long these Hold or Secure's will last, it all depends on what the threat is and how quickly the Sheriff's department can resolve it.

Pam (secretary) and I make it our business to know who is in our parking lot at all times. If I don't see you, she will and vice versa. Our priority is knowing every vehicle and person, and if we don't recognize a vehicle we physically go out and look or ask who it is. (We even discovered a private detective on a stake out because he was **near** our parking lot!)

PLEASE, if you should ever have concerns about what we are or are not doing in our school, feel free to ask or call me at any time. I am always here for you and more than happy to sit and talk about anything you need to talk about.

Thank you,
Ms. Valiena