

## **Washroom Guidelines**

These guidelines are mandatory to ensure the safety of both children and workers.

1. Encourage parents to accompany their child to the washroom before signing in or let them know that they will be asked to return if their child needs assistance in using the facilities during class time.
2. In the event that a child needs to use the washroom. The leader is to be notified and a worker will be designated to contact the parent of the child. The same procedure as sign out must be applied so that any child who leaves the theater is documented and accounted for.
3. If for some reason the parent cannot be reached, please get the leader or one of the workers to follow the above procedure for signing in/out. The leader/worker will contact the security person to make sure they are both in sight of the child as they go to and from the bathroom. Have the child go to the family single bathroom, not the larger public washrooms. Then the leader/worker will remain outside the washroom with the security person; the child is to go into the bathroom by themselves. Notify the parent upon pickup and show them where you signed their child in and out, please get them to initial it.

## **Fire Emergency**

As a matter of usual practice, collect all children's jackets and boots by the Nursery door so that they can be grabbed quickly in an emergency.

1. All workers and children in the Grace Kids Theaters 1 - 3 and Party Room will exit out the south double doors. The muster point is the white trailer located outside on the west side of the building. Exit from any of the other theaters will be out the emergency doors located at the bottom of the theater. The muster point remains the same.
2. Workers are to carry as many of the smaller children as possible out of the theater. If more than one trip is necessary to evacuate all children, one adult will remain in the nursery until all children are evacuated and another one. Usually the leader will remain with the first group of children evacuated.
3. The 3-4-year-old group will use the skipping rope(s) provided to gather the group so as to walk out in an orderly fashion without losing a little one in the crowd. The skipping ropes are in a Ziploc bag with a FIRE Label kept inside the supplies bucket. There is a second skipping rope to be used for the 5-6 year olds if exiting from the Party Room or other location.
4. The leader must take the roster with them to the muster point for a roll call.
5. Do a head count and ensure that all children are accounted for and remain with the group.
6. Do not allow parents to leave with any children unless documented/signed out and steps are taken to ensure the right child is returned to the right parent.
7. Do not go back into the building until it is safe to do so.