



## Parental Notification Policy

In the event of injury at school, the Presbyterian Church Nursery School (“PCNS”) will use the following policy (developed from the Office of Licensing, Division of Children and Families Manual of Requirements) to notify parents about any minor injury that happens at school.

- Immediate Notification (via phone call to cell and home numbers) in the following instances:
  - When child sustains a head or facial injury including when a child bumps his or her head
  - When a bite breaks the skin
  - When a child falls from a height greater than the height of the child
  - When an injury requires professional medical attention
  - *If a parent cannot be reached at either the cell or home number, an email will be sent to the email listed on the child’s enrollment application.*
- Notification of other minor injuries will be verbally reported to the parent at the end of the school day.
  - A written report of all injuries will be presented to the parent to sign and will be kept on file at school.
  - The report will include:
    - Name of child
    - Date, time and location of incident
    - Name and Address of the school
    - Name of person completing the report
    - Date Report completed
    - Written description of the incident, type of injury, witness names, follow up action by the center (first aid, consultation or treatment by a licensed physician or other health care provider)

In the event of a required evacuation from school, the Presbyterian Church Nursery School (“PCNS”) will use the following policy (developed from the Office of Licensing, Division of Children and Families Manual of Requirements) to notify parents when a required evacuation happens. . Emergency lists for all classes will accompany the staff members and parents will be called on their cell phone numbers as soon as possible.

- Plan A - Children will be evacuated from school to our primary evacuation spot Morristown and Morristownship Library at 1 Miller Road in Morristown
- Plan B – If the primary location is not safe for our children and staff to enter, the second emergency shelter is the Howard House, on the property of the Church on the Green at 57 East Park Place Morristown NJ.