

# Classroom Emergency Binder Policy

ST. JOSEPH ACADEMY  
(SJA)

Department:	ECEC
Number:	800.7
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## I. Policy:

This policy outlines St. Joseph Academy's (SJA) requirements on providing staff with emergency contact information, health history and authorized pick-up information for children assigned to their care. The purpose of the binders is for staff to have the necessary information:

- To ensure a proper response to a child's needs in an emergency.
- To know who to whom release children.
- To know who to contact in case of an emergency.

The National Accreditation Commission (NAC) and the Department of Children and Families (DCF) requires staff to maintain current health history, authorized pick up and emergency contact information for each child assigned in their care. DCF 251 requires the Health History Form to be updated every six months. SJA requires staff to have parents review their emergency contact information and authorized pick up information every three months to ensure we have correct information to reach the parents or their authorized emergency contacts.

## II. Procedure:

### A. Enrollment:

When a child enrolls in the ECEC, the Assistant Director will provide staff with:

- A copy of the child's Health History Form.
- A print out of the Family Information Sheet from ProCare (Emergency Contact Information/Medical Information).
- A copy of the Enrollment Form.
- A copy of the child's Authorized Pick-up Form.
- A copy of the child's Consent Form.
- A copy of the Intake Form for Children Under Two Years of Age.

These forms must be placed in individual sheet protectors and kept in the Classroom Emergency Binder.

### B. Classrooms:

When children visit other classrooms, their information must be given to the classroom staff. The visiting child or children's information should be placed in the visitor section of the binder. When the child or children returns to their original classroom, their forms should be returned to their teacher and placed in the appropriate section of the Classroom Emergency Binders. Do not remove the forms from the sheet protectors.

The Classroom Emergency Binders need to go wherever the classroom goes. This includes:

- The Atrium or Gymnasium
- When the classroom goes outside on the playground or for a walk.
- On field trips.

**C. Updates:**

When children terminate from SJA, transition to other classrooms, and/or when information is updated, the Assistant Director will provide staff with updated information to add to the Classroom Emergency Binders.

Approved by: Tatiana Ojeda  
President/CEO

Date 8/23/2024