

**Easterseals of Southeastern Pennsylvania
Montgomery County Division**

GENERAL INFORMATION

Weather Closings

The Easter Seals School always follows the decision announced for North Penn School District which is school number 303, and we also have the One Call Now notification system. In the event of school closing, delay, emergency or a special announcement, you will now be contacted via voice, text and email. You no longer will need to call in to our main reception phone number to find out our current situation if weather related.

In order for One Call Now to run smoothly, Easterseals will need some information from you. If you have not already filled out the One Call Now sheet, please send us your name, your child's name, your home telephone number, your cellphone number and whether it can receive text messages and your email.

There is an additional line for a second or third contact if you choose. The more information you can provide us, the easier it will be for you to know what is going on at Easterseals.

If your child's bus arrives too early for a delayed school opening, do not place your child on the bus because staff will not be at school to receive your child. Do remember whenever the weather is inclement or predicted to become so, it is your decision whether to send your child to school. If you prefer to keep your child at home, please call after the hour school is announced to open, and inform us.

If school closes early for inclement weather, One Call will notify families and transportation. For this reason, **it is essential that we have current phone numbers (home, cell and work), text and email addresses.** If you transport your child, we ask you to come early.

Transporting Your Child

For the safety of everyone, it is essential that people enter and exit the driveways only as designated. All cars must park in designated parking areas. Cars cannot be left in front of the building. **NEVER BLOCK THE TOP OF THE DRIVE WHERE EXITING VEHICLES NEED TO CROSS THE DRIVE.** This is a fire safety regulation.

Vehicles bringing children to school, or picking children up, are to proceed as follows: upon entering the parking lot, turn right and proceed towards the building on the right hand side, turn left in front of the building and turn right at the end of the building and line up in a single file along the classroom wing driveway. Do not leave until all vehicles in front of you have departed. **VEHICLES ARE NEVER TO PASS AROUND ANOTHER.** Exit by going around the building and exit down the right side of the drive by where you entered. Be sure to stop at all stop signs.

If you are bringing your child to school at an hour other than the designated drop off/pick up time, you may park in the designated handicap slots located at top left of the parking lot and use the front entrance. Side entrances may only be used at designated drop off/pick up times. The side doors are locked during school hours. The driveway needs to be kept clear for emergency vehicles that may need to assist us.

For safety and security measures, please be aware that if you choose to park in the front of the school building and walk your child into the building, you are requested to stop at the front desk and notify the receptionist. You are not to walk your child to the classroom. Arrangements will be made for a staff member to escort your child to his/her classroom.

Parents are responsible for others who accompany them. Other children that are brought with you when you come to visit the school should be hand-held by the parent. The risk is great that visitors, other clients, or traffic entering/exiting may cause an accident. This might be inconvenient, but your cooperation is absolutely necessary.

The Intermediate Unit or local school district may handle transportation for your child. All questions and concerns about transportation should be directed to them. As new children are approved to attend the Easterseals School throughout the year, routes might be rescheduled.

Transportation providers will be advised of the following policies pertaining to dropping off and picking up students:

- Drop off time is 8:45 AM to 9:00 AM. Pick up times are according to your child's scheduled school day.
- Do not pull around to the classrooms more than five minutes prior to designated drop off or pick up times. You may enter the bus line.
- Parents are to enter the building through the main entrance **AT ALL TIMES**.
- All transportation providers must remain with the vehicle while dropping off/picking up students at the classroom located on the side of the building.
- Bus drivers that have concerns are instructed to contact their supervisor and have them call the Program Coordinator at (215) 368-7000.
- No parking is permitted at the front of the building near the entrance due to safety and fire regulations.

Security Procedures

All persons entering the building must use the front door and **MUST** sign in with the receptionist.

A list of designated people authorized to pick up your child in your absence is required and they will be asked to show a valid picture ID before children are released.

Parents of school children need to park in the parking lot when visiting.

If you have many or heavy items to bring into the building park in the lot and enter the building via the front door and ask for assistance.

Emergency Procedures

For medical emergencies at the Gresh Center, response would be by the Harleysville Community Ambulance and the Towamencin Township Police. The Towamencin Township Fire Company provides our fire coverage. Both scheduled and unscheduled fire drills are held at the center each month. We also do drills for severe weather conditions, shelter-in-place, and facility lock down. There is a Safety Committee comprised of varied staff members to address any areas of concern. Both the fire companies and police departments have spent many hours working with us on emergency plans.

The following is the emergency evacuation procedure for the Gresh Center, set up by the Towamencin Volunteer Fire Company and the Towamencin Township Police Department:

In case of an emergency requiring evacuation from the building and this location, we will be going to neighboring facilities, which facility will be determined by the nature of the emergency. You will be notified by our staff of this emergency, and will be asked to come and pick up your child. Until the safety of the children and staff are assured, no one will be available to accept your phone calls.

We hope we never have to use these procedures, but it is necessary to be prepared. Sometimes evacuation is needed to ensure safety.

Admissions

All paperwork, including intake packet, prescriptions, and emergency contact form must be completed and returned prior to your child's admittance into our program.

School Lunches

Easterseals does not provide school lunch. Also, there are no microwaves in the classrooms to heat your child's lunch. Please pack heated food in a thermos or insulated container. All food should be ready to eat.

Please Remember

If your child has been to the Emergency Room or hospitalized, or has a significant change of medical condition, the school must have a note from the doctor stating the reason for the ER visit/hospitalization, and new prescriptions to resume all therapies. The school needs these things to ensure proper care for you child. We will be unable to allow your child to return to school without the note. It is necessary to give any written instructions that you receive from the hospital or doctor to the School Nurse. These can include discharge orders, new prescriptions, surgeon's treatment protocol, handling precautions, and a revised prescription for therapy following a surgical procedure.