

Country Acres Private Preschool
A Partners in Learning, Inc. Program
1880 Glassboro Road
Williamstown, New Jersey 08094
856-881-0400

Emergency Procedure Plan

Emergency evacuation diagrams are posted near the front door, back door and inside each bathroom.

First aid supplies are located in medicine cabinet and upper shelving of child-only bathroom.

A fire extinguisher is located on the wall in the kitchen area.

A smoke detector is wall mounted by the back door.

For medical emergencies requiring a physician, contact:

Dr. Marvin Backal

856-582-1900

Hurffville-Cross Keys Road, Washington Twp, NJ

For emergency transportation:

Safety: dial 911

Internal emergency evacuation location:

Staff will transport the children in event of internal disaster. Parent(s) are to pick up child(ren) at:

Cherrywood Academy & Private Preschool

856-566-1004

On-Site Director: Ashley Schotter

8 Cherrywood Drive

Clementon, NJ 08021

*Internal emergency events include:

Building damage, power outage/plumbing malfunction specific to our location, internal chemical spill, gas leak, fire, etc.

External emergency evacuation location:

The Office of Emergency Management will contact us to advise a safe location (number below). Staff transport if directed to do so by OEM.

*External emergency events include:

Area chemical spill, area gas leaks, natural/civil disasters, terrorist acts, etc.

Poison Control:

1-800-222-1222

Hospital/Clinic:

JFK Hospital

856-582-2500

435 Hurffville-Cross Keys Road

Washington Twp.

Police/Fire/EMS/Ambulance: 911

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Emergency Procedure Requirements

Local Law Enforcement

Monroe Twp Police Department * 125 Virginia Avenue * Williamstown, NJ 08094 * 856-728-0800

Listed below are the Emergency procedure requirements. In accordance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS CHAPTER 122 OF THE STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES, OFFICE OF LICENSING:

Date: 2023/2024 SY
Child Care Center Name: Country Acres Private Preschool
Director's Name: Kathleen McCabe-Odri, Ed.D., BCBA-D
Onsite Director's Name: Allsion Hughes
Address: 1880 Glassboro Road
City, State, Zip Code: Williamstown, NJ 08094
Phone/Contact Number: 856-881-0400

Maximum licensed capacity for children enrolled:

Infant/Toddlers (birth to 2)	0
Preschool (2.5-3.5)	27 M/T/W/TR/F
School-age (3.5-5)	27 M/T/W/TR/F
After-school program	27 M/T/W/TR/F
Total bid capacity	27

Maximum capacity of staff: 4-6 M/T/W/TR/F

In case of an emergency, we have made the following pre-established provisions for:

Transportation:

All staff will transport per personal vehicles regardless of child safety seat availability.

Time permits ~ parents will be contacted to assist with transportation.

Special needs children and/or equipment:

Time permits ~ Bus company will be contacted to assist with transportation.

All motivation plans/reinforcers as well as backpack supplies.

Emergency Procedure Requirements continued

The children will be evacuated to:

Facility Name: Cherrywood Academy Private Preschool
Address: 8 Cherrywood Drive, Clementon, NJ
Contact Name: Ashley Schotter -On-Site Director
Phone Number: 856-566-1004

In the event of an unforeseen emergency, the center's Emergency plan consists of: (i.e. an evacuation plan, a plan for lock down/shelter-in-place, natural or civil disaster, and other emergencies):

- 1A Evacuation to Cherrywood Academy, 8 Cherrywood Drive, Clementon, NJ for internal emergencies using staff vehicles.
- 1B Evacuation to a location determined by the Office of Emergency Management.
- 2 Lock down procedure/shelter-in-place plan: 1 staff member monitors children, other staff members lock windows and doors, covers all with plastic/duct tape. Children provisions provided by household stored in individual backpacks. Manual outline procedure per disaster.

The plan to reunite children with their parents:

1. Records and emergency cards are taken by head teacher in folder. Folder includes family contact numbers.
2. Disaster supplies are transported per availability in large bucket. Supplies include student backpacks, flash light, batteries, radio, walkie-talkie, first aid kit, water.
3. Using records (include family phone numbers), teacher contacts all guardians.

Any additional information/comments:

Each child needs to bring the following supplies: Backpacks to be transported daily to and from Country Acres Private Preschool, change of clothes, diapers, non-perishable snacks/food, non-perishable water bottle. All supplies must be enough for one to two days.

- A more detailed Emergency Preparedness/Disaster plan will be available at the center.
- A copy of this plan will be kept in the centers emergency file.
- A copy of this plan may be distributed to the Office of Emergency Management.
- The emergency information will be updated as needed.

Kathleen McCabe-Odri, Ed.D., BCBA-D

Executive Director