

Cherrywood Academy and Private Preschool

A Partners in Learning, Inc. Program

8 Cherrywood Drive

Clementon, NJ 08021

856-566-1004

Emergency Procedure Plan

Emergency evacuation diagrams are posted by the door of every classroom and inside each bathroom. First aid supplies are located in kitchen cabinet. Fire alarms are located near each exit. Fire detection is located each room.

For medical emergencies requiring a physician, contact

Jefferson Stratford Hospital

(856) 346-6000

18 E Laurel Rd

Stratford, NJ 08084

For emergency transportation

Dial 911

Internal emergency evacuation location

As per the municipal Emergency Action Plan, temporary emergency evacuation shelters are designated as local school buildings and are approved by the American Red Cross. The closest school to evacuate to is:

Facility Name: Country Acres Private Preschool

Address: 1880 Glassboro Road, Williamstown, NJ 08094

Contact Name: Allison Wagner

Phone Number: 856-881-0400

Staff will transport children if directed to do so by OEM/EMS.

*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

Same as internal emergency evacuation procedure.

*External emergency events include:

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

Poison Control: 1-800-222-1222

Hospital/Clinic:

Jefferson Stratford Hospital

18 E Laurel Rd * Stratford, NJ 08084

(856) 346-6000

Police/Fire/EMS/Ambulance: 911

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Emergency Procedure Requirements

Local Law Enforcement

Gloucester Twp. Police Department

1261 Chews Landing Road

Laurel Springs, NJ 08021

856-228-4500

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:

Child Care Center Name: Cherrywood Academy and Private Preschool
Director's Name: Kathleen McCabe-Odri, Ed.D., BCBA-D
On-Site Director's Name: Ashley Schotter
Address: 8 Cherrywood Drive
City, State, Zip Code: Clementon, NJ 08021
Phone/Contact Number: 856-566-1004

Maximum licensed capacity for children enrolled: 54 children total on premises

Maximum capacity of staff: 20-25 staff total on premises

Procedures 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):

- **Evacuation**

1. to a location determined by the Office of Emergency Management.
2. to Country Acres Private Preschool, 1880 Glassboro Road, Williamstown, NJ 08094 if no other possible location is available.

- **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 student records, teachers will contact all guardians.

- **Any additional information/comments**

Each child needs to bring the following supplies: Backpacks to be transported daily to and from Cherrywood Academy and 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 and may be distributed to the Office of Emergency Management. The emergency information will be updated as needed.

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

- **Transportation.** All staff will transport per personal vehicles regardless of child safety seat availability. Time permitting ~ parents will be contacted to assist with transportation.
- **Special needs children and/or equipment.** Time permitting ~ Bus Company will be contacted to assist with transportation. All motivating plans/reinforcers as well as backpack supplies.

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

Executive Director