

Hamilton Local School District

ACTION PLANNING TOOL

Goal(s): To maintain the health and safety of all Preschool students.

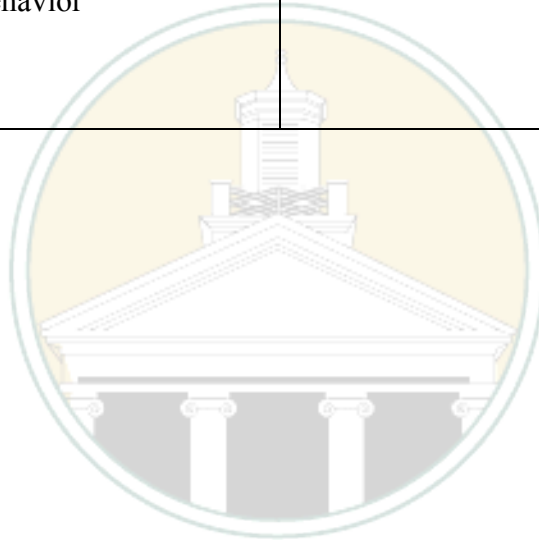
PLC: Preschool

Date: 8/20/2014

Administrative Approval: J Strahm, S Witten, B Morrison **Date:** August 1, 2013

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
To notify parents of any contagious illness/communicable disease in the classroom that may affect their child	An approved list of illness that letters are sent home for: Lice, strep throat, hand-foot-mouth, fifth disease, and pink eye, etc	Kathy Brickey Preschool Licensing Guidebook	Jan Strahm Kathy Brickey	Bill Morrison	2013-2014 School Year
To practice safety drills twice a year: lock down and tornado. Fire Drills will be practiced each month and recorded.	Procedures for each of the safety drills	Bill Morrison Jan Strahm	Jan Strahm	Darlene C	2013-2014 School Year
To maintain current information on school procedures regarding safety issues.	Current Practices and Policies	Bill Morrison	Jan Strahm		2013-2014 School Year
To keep a record of all keys and cards issued at the Preschool	Inventory of all keys, cards, and staff members	Jan Strahm	Jan Strahm	Bill Morrison	2013-2014 School Year

To promote and reinforce positive interactions and good citizenship between students.	Second Step Curriculum Daily interaction with students	Role Modeling Communication with parents Tips on proper behavior	Jan Strahm	Preschool Staff Vince Payne	2013-2014 School Year
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HAMILTON

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