



Gwa'sala-'Nakwaxda'xw Daycare
Gila'ga Gangananam Aboriginal Head Start
PO Box 1154, 184 Ba'as Road
Port Hardy, BC V0N 2P0
Phone (250) 949-9838



PARENT HANDBOOK

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Mission Statement

At the Gwa'sala-'Nakwaxda'xw Daycare and Gila'ga Gangananam Aboriginal Head Start, our mission is to provide a loving, safe and nurturing environment for your Kwala'yu. We will strive to engage the children to learn and grow at their own pace through activities with their peers, as well as support from our daycare staff.

We will be active and present in all aspects supervising and promoting healthy habits and self-care. We will role model Maya'xla and promote our distinct culture and heritage throughout our daily routines.

We will support and encourage curiosity and exploration in all areas of programming through outdoor play, sensory toys and developmentally appropriate activities for each child's needs.



"Parents/Guardians are the first and most important educators for their child"
At Gwa'sala-'Nakwaxda'xw Daycare we uplift each other, love one another and thrive together!

Child Care Licensing

The Gwa'sala-'Nakwaxda'xw Daycare is a Community Care Facility and will be licensed for a maximum of 36 children.

We are licensed for:

- 8 infants (6months to 30 months)
- 16 multi-age children (30 months to school age)
- 12 school age children



We comply with all applicable Child Care Licensing Regulations (CCLR) and standards for quality childcare. We believe these standards are in the best interest of the children in our care and strive to always provide a healthy and safe environment.

The Daycare is subject to inspection by a provincial Licensing Officer and results of our routine inspections will be posted. Parents are encouraged to bring any concerns regarding the health and safety of their child/ren to our attention so we can work together to create optimal care and early education for our K'wala'yu!

Child Care Licensing Regulation

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/332_2007

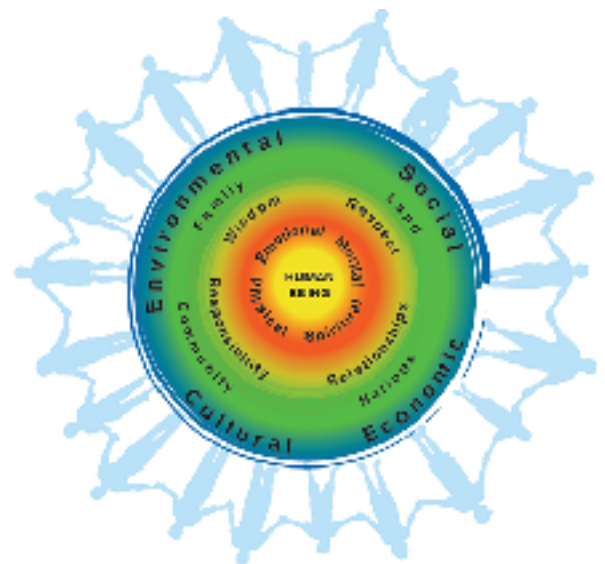
Aboriginal Head Start On Reserve

Aboriginal Head Start On Reserve (AHSOR) is a program that supports activities focused on early childhood learning and development for First Nations children from birth to age six and their families.

The goal of the program is to support activities that are designed and delivered by First Nations communities to meet their unique needs and priorities.

Early life is critical to lifelong health. AHSOR focuses on early childhood development, in a culturally appropriate manner, to support the spiritual, emotional, intellectual and physical growth of a child.

AHSOR supports and encourages children in enjoying life-long learning, and supports parents, guardians and extended family members as the primary teachers. The program also encourages parents and the broader First Nations community to play a role in planning, implementing and evaluating the AHSOR program. It builds partnerships with other community programs and services to enhance the program's effectiveness, and encourages the best use of community resources for children, parents, families and communities.



Aboriginal Head Start On-Reserve recognizes and affirms that culture and language are the fundamental part of a child's development and reflect the uniqueness of our First Nations communities. The six key components of Aboriginal Head Start On-Reserve support the healthy emotional, social, spiritual, physical and intellectual development of our children:

- Culture and language
- Education
- Health promotion
- Nutrition
- Parent and family involvement
- Social support.

Enrollment Policy

Once a child is enrolled and begins attending the daycare, their childcare space is secured until the child either no longer requires daycare services or ages out of the program.

Enrollment Priority

Priority for enrollment is given in the following order:

1. Gwa'sala-'Nakwaxda'xw Nation (GNN) band members, both living on and off-reserve
2. Community members
3. General public

We strive to accommodate all families fairly while respecting community priorities.

Transition After Daycare

When children transition out of daycare, it is our hope that they will continue their learning journey at the Gwa'sala-'Nakwaxda'xw School, fostering continuity and connection within the community.

Registration

Registration of your child requires:

- completing a registration form and emergency cards
- providing an up-to-date immunization record. If you have chosen not to immunize your child, we require a letter acknowledging the risks involved.

Please keep staff informed of any changes to your contact information, including address, phone numbers, email, emergency contacts, family doctor, and individuals authorized to pick up your child. This information is required by our Licensing Officer and is essential for ensuring your child's safety and for making timely arrangements in the event of illness or emergency. Registration information and all necessary documentation will be reviewed and updated annually following our summer closure



Wait List

We will keep a list that includes the date of the request, the name and birthdate of the child(ren), the preferred start date, hours of care needed and the parent/guardian's contact information. Child care spaces will be available depending on the child's age, our current capacity and whether we have the staffing available to accommodate the request. As childcare spaces become available, we will contact parents on the wait list (by date and age of child).



Hours of Operation and Holidays

The daycare is open from 8:00 am – 4:00 pm Monday to Friday. We will be closed on the following statutory and non-statutory holidays.

- Christmas Break (December 22 - January 2)
- Family Day
- Good Friday
- Easter Monday
- National Indigenous Peoples Day
- Victoria Day
- Canada Day
- BC Day
- Labour Day
- National Day for Truth and Reconciliation
- Summer Break (August 17 - August 28, 2026)
- Thanksgiving
- Remembrance Day
- Two Professional Development Days per year (February 13, 2025 and another TBD)



Daycare Closures Policy

Planned daycare closures, such as holidays and professional development days are listed on the annual calendar, shared in the Yo News newsletter, and posted on the Gwa'sala-'Nakwaxda'xw Daycare Facebook page. A reminder notice will also be sent home with children the day before each scheduled closure. In the event of unexpected closures (e.g., snow days, council-approved closures, staffing shortages, or other unforeseen circumstances), updates will be posted on our Facebook page as soon as possible.

Unplanned Daycare Closures

Death or Funeral

In keeping with Gwa'sala-'Nakwaxda'xw (GNN) cultural teachings of Maya'xala(showing respect and staying still together), the GNN Council may, by resolution and at the request of the affected family, close some or all GNN buildings and operations on the day of a death of a GNN member or someone connected to the community through family lineage, as well as on the day of the funeral. These closures will be made in consultation with the Chief Administrative Officer (CAO) and reflect our commitment to honouring and supporting families during times of loss.

Power Outages

Due to our rural location, power outages may occasionally affect daycare operations. The Daycare Manager, in consultation with the CAO, will make the decision to temporarily close the daycare when necessary. The safety and well-being of the children is our top priority. Because our water systems (sinks and toilets) rely on electricity, the daycare will be closed if a power outage lasts longer than one hour.

With any closure, families will be called/texted and notified on our Gwa'sala-'Nakwaxda'xw Daycare Facebook page

Staff Supervision and Qualifications

The daycare staff consists of Infant/Toddler Educators, Early Childhood Educators and Assistants licensed by the province of BC. All staff are required by law to submit a criminal record check. The staff are trained in first aid. At all times sufficient staff are employed to meet childcare licensing requirements.

The child-to-staff ratios required by law are as follows:

- 0 - 3 years – One caregiver per four children
- 3 - 5 years – One caregiver per eight children

Staff are required to abide by, agree to and sign off on the GN Daycare personnel policies and procedures. All staff will be orientated and will receive training on site prior to their first shift.

Pick Up and Drop Off

It is important that we know how many children we are going to care for each day for staffing, field trips and meal planning. Parents/guardians are required to contact the daycare at (250) 949-9838 before 9:30 am if your child will be away that day or arriving late.

Drop offs: The doors will open at 8:00 am, no child shall be dropped off before we open our doors. Please say hello to staff, sign in and check the communication board for any updates for the day.

Pick ups: Parents/guardians must pick up their child/ren no later than 4:00 pm. Late pick ups will not be tolerated. If a parent is late picking up their child, the staff will verbally remind parents that we close at 4:00 pm. If it happens again



the daycare manager will speak with the family and present them with a written reminder. If the late pick ups happen more than three times, the parent will be contacted to discuss alternative pick up arrangements.

Children may be picked up anytime throughout the day, although we ask that parents who require early pick ups to notify us in advance so that we can prepare your child for the transition.

Safe Release of Children

It is very important that you sign your child's name on the sign in/out sheet every day as it a mandatory legal requirement. Let daycare staff know that your child has arrived or write comments concerning your child on the sign in sheet. It is equally important to sign your child out every day by marking the time of departure and your initials. Please let us know that you are leaving with your child. Only those people authorized by you are allowed to pick up your child. Any change in your authorization must be made known to staff and noted on the Emergency Consent Card. Once signed out, your child is your responsibility.

If a person arrives to pick-up your child that is not authorized on your child's E-card, or on the sign in/out sheet, you will be notified so that we may receive verbal consent. In addition, please inform any persons picking up your child that they will be required to show picture identification.

Please be advised that staff have the authority to request photo identification from any adult picking up a child

Release Forms

Parents/guardians are required to sign consent forms allowing their child(ren)'s photo to be used for educational and community purposes, including the daycare's Facebook page, website, newsletters, media productions, and local newspapers.

Additional consent is requested for:

- Participation in local field trips within the district and community
- Staff to administer emergency first aid if needed
- Access to health prevention and maintenance programs provided by Health and Family Services through the school

These consent forms are part of the registration process and will be renewed annually following the summer break to ensure information remains current and permissions are up to date.



Parent Communication and Concerns

At Gwa'sala-'Nakwaxda'xw Daycare, we deeply value the relationships we build with families and recognize that open, respectful communication is essential in supporting your child's well-being and development. We welcome and encourage families to share any feedback, questions, or concerns at any time. Your voice matters, and we are committed to working in partnership with you to provide the highest quality care for your child.

How to Share a Concern

If you have a concern, we encourage you to follow these steps:

1. Speak Directly with Your Child's Educator

- Many concerns can be resolved quickly through a direct conversation with the educator working with your child. Educators are available for brief discussions at drop-off and pick-up times or can arrange a private meeting if more time is needed.

2. Contact the Assistant Daycare Manager

- If your concern is not resolved after speaking with the educator, or if it involves a broader issue, you may contact the Assistant Daycare Manager. Meetings can be scheduled in person or by phone at a time that works for you. We are here to listen and work together toward solutions.

3. Contact the Daycare Manager

- If your concern is not resolved after speaking with the Assistant Daycare Manager, or if it involves a broader issue, you may contact the Daycare Manager. Meetings can be scheduled in person or by phone at a time that works for you. We are here to listen and work together toward solutions.

4. Put It in Writing (Optional)

- For more serious or ongoing concerns, you are welcome to provide a written statement. This helps ensure clarity and allows us to respond thoughtfully and thoroughly. Written concerns can be submitted by email or dropped off at the front desk.

5. Further Support

- If a concern remains unresolved after following the steps above, families have the right to contact the GNN CAO, or to contact our licensing officer through the Vancouver Island Health Authority (VIHA) Licensing Office. Their role is to ensure that licensed childcare programs meet the standards set by the Community Care and Assisted Living Act and the Child Care Licensing Regulation.

5. Licensing Office Contact:

- Phone: 250-902-6079
- Website: <https://www.islandhealth.ca>

Supervision Policy

Children will be supervised at all times, with the exception of when they are sleeping (with the monitor on) and when older children use the washroom on their own. Staff will provide positive and active supervision both indoors and outdoors by positioning themselves appropriately, where they can best see all the the children, participate and support all children. Staff will not leave for any reason without first notifying the other staff and will notify the manager if ratio requirements will be affected.

Video Surveillance

To ensure the safety of children, staff, parents, and visitors, our daycare is equipped with 24-hour video surveillance. Cameras are installed in classrooms, hallways, indoor and outdoor play areas, and the parking lot. Surveillance may occur in any area of the facility except for private spaces such as bathrooms. Cameras are positioned to promote the safety and security of everyone on site and to protect daycare property.

ONLY the Daycare Manager, Assistant Daycare Manager and CAO are allowed to view our security cameras/ video footage

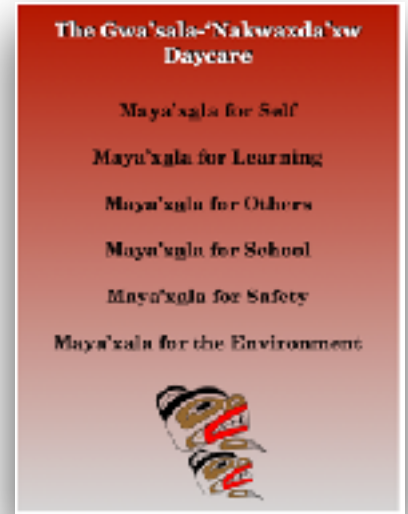
Behaviour Guidance Policy

We believe that the behaviour guidance of a child is achieved through patience, consistency, and positive reinforcement. We are role models for the children and through our actions good manners, kindness and respect for others we will show them Maya'xāla (respect) with the understanding that our actions and reactions speak much louder than our words.

If a child is exhibiting inappropriate behavior (hitting, biting, aggression, etc) is hurting themselves, others, or damaging property, the following developmentally appropriate guidance techniques will be used.

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behaviour.
2. **Gentle Reminders:** Using clear, calm and direct communication reminding the child of what's not acceptable and why.
3. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
4. **Supervised Time-Away:** The child is separated from the other children for an age appropriate discussion. The ECE Staff will clearly and gently talk with the child about what they are doing and how the behaviour is affecting others. They may go outside to another room or a quiet corner to take a breath and calm the child. This technique is only used when a child repeatedly will not follow or listen to directions, is exhibiting temper tantrum type behavior, or hurting oneself, hurting others or hurting the staff. When the child has calmed and is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

5. **Develop a Care Plan:** Meet with parents and caregivers to develop a detailed care plan including action steps that will support the child who is having continued behavioural issues. Open discussion regarding Supported Child Development supports and or tools that may be available and assist the child in safely interacting with others and learning self regulation techniques.
6. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care. We will provide resources for families and in some cases, referrals may be made for further support for the family and their child.



The goal for the daycare is to encourage the children to learn self control and manage their own behaviour. Part of ensuring a safe and nurturing environment is to not overlook or ignore unwanted, unsafe, or disrespectful behaviours allowing them to escalate. We will always work with children and families in a positive, non judgemental, and respectful manner.

Staff have been trained in child and development and believe that safety and respect for the rights and feelings of everyone is an important part of our programming. Staff will in no way belittle, humiliate, isolate, or insult the children at any time and will use positive reinforcement to guide the child into acceptable options for behaviour. Staff will communicate strategies used with the families and parents will be asked to become familiar with the strategies used to promote consistency within the child's early years of development.

Health and Wellness Policy

To maintain a healthy environment for all children and staff, the Gwa'sala-'Nakwaxda'xw Daycare requires that children be well enough to fully participate in daily routines and activities.

When a Child Becomes Ill

If a child shows signs of illness while at daycare, staff will contact the parent or guardian to notify them of the child's symptoms. If the symptoms are clearly contagious, severe, or persistent, the child will need to be picked up as soon as possible, for their well-being and the safety of others. If we are unable to reach a parent, staff will contact the child's emergency contact(s) listed on the registration form.

Reasons a Child May Be Sent Home

A child may be required to go home if they show any of the following:

- Unexplained or undiagnosed pain
- Fever of 100.4°F (38.0°C) or higher
- Vomiting or diarrhea
- Acute cold with fever, severe runny nose or eyes, persistent cough, or sore throat

- Known or suspected communicable disease (e.g., chickenpox, pink eye, flu)

Please note:

- If your child has a fever over 100.4°F (38.0°C), they must stay home until the fever has been below 100°F (37.7°C) for at least 24 hours without the use of fever-reducing medication.
- If your child has vomited within the past 24 hours, they must not attend daycare.

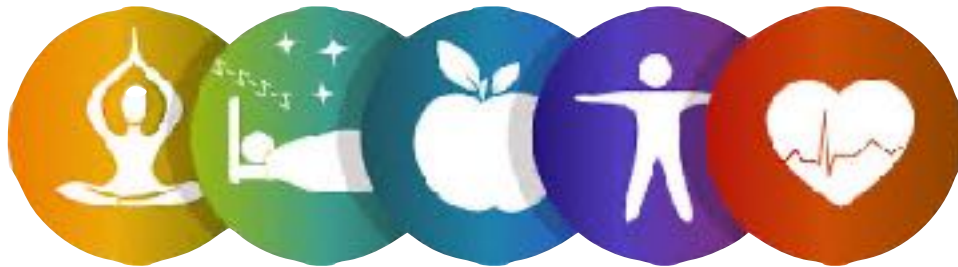
In some cases, the daycare may request a doctor's note confirming that a child is not contagious and is safe to return.

Hand Washing and Disease Prevention

Hand hygiene is one of the most effective ways to prevent the spread of illness. Children and staff are required to wash their hands:

- Upon arrival at the Centre
- Before and after eating
- After toileting or diapering
- After blowing their nose, coughing, or sneezing

Staff will model proper hand washing, give reminders when needed, and support younger children in learning these routines. Visual hand washing guides with step-by-step pictures are posted near sinks to promote consistent, proper hygiene.



Medication Policy

Staff can only administer medication with written parental consent and only if it is prescribed by a doctor. A signed consent form is required, and all medication must be in its original container. Please do not place medication in your child's lunchbox or bottle. Hand it directly to a staff member. All medications are stored securely.

Staff will check expiry dates, record the dosage and time given, and sign off after administration. Non-prescription medications must be given by parents unless accompanied by a physician's note.

Please inform staff if your child receives any medication outside of daycare hours so we can monitor for symptoms (e.g. recurring fever). This information may be critical in case of an emergency.



Hygiene

Maintaining high standards of hygiene is essential to protecting the health and well-being of all children and staff. The daycare follows routine cleanliness practices and regularly disinfects facilities and equipment to help prevent the spread of illness.

We promote good dental hygiene through daily participation in our tooth brushing program. Toothbrushes and storage holders are provided by the daycare and are stored safely in each program's washroom. Each child has their own labeled toothbrush, which is replaced regularly.

We also work in partnership with the Gwa'sala-'Nakwaxda'xw Health Department to offer the COHI (Children's Oral Health Initiative) dental program. This program provides children with additional oral health support and preventive care while at the daycare.

As part of our hygiene practices, staff may trim children's fingernails or toenails when necessary to maintain cleanliness and prevent scratching or the buildup of dirt. This will be done respectfully and with attention to each child's comfort and safety.

To prevent the spread of germs and infections, sharing of personal items is not allowed. This includes toothbrushes, hairbrushes and combs, towels, clothing and bedding. All personal items used at the daycare will be labeled with each child's name to ensure individual use only.



Nutrition Policy

The daycare provides all children with two nutritious snacks and one lunch each day, with the exception of jarred baby food and formula, which must be provided by the family. All meals are planned according to the Canada Food Guide and meet daily nutritional requirements.

By providing students with access to nourishing meals, our nutrition program supports:

- Short- and long-term cognitive development
- Physical growth and overall well-being
- A healthy immune system
- Sustained energy levels
- Positive classroom behavior
- Social inclusion and a sense of belonging among peers



We follow respectful, child-centered mealtime practices to promote healthy relationships with food:

- Food is never used as a reward or punishment
- Children will not be denied food or drink, nor forced to eat or drink
- Children are encouraged to try new foods, but their preferences and appetites are respected
- Food may be declined in specific cases, such as dietary restrictions, allergies, or non-compliance with nutritional standards
- All children are supervised during meals, including infants. Bottle-feeding is done by a caregiver-bottle propping is not permitted

All known food allergies and sensitivities are clearly posted in the kitchen and shared with all relevant staff. We take these needs seriously and follow all safety precautions to prevent allergic reactions.

Nap Time/Quiet Time

Rest time is a vital part of a child's day and supports their physical, emotional, and cognitive development. At Gwa'sala-'Nakwaxda'xw Daycare, we provide a calm and nurturing rest environment where children can relax and recharge.

Quiet Time Routine

- Quiet time takes place between 11:30 a.m. and 2:30 p.m.
- Children will be guided into the nap room and invited to rest on their mats.
- For the first 30 minutes, staff will read stories while children relax quietly.
- After stories, the lights will be turned off, and soft music will be played to create a soothing environment for rest.
- Staff will remain in the nap room at all times and will not leave awake children unattended.

Waking and Transitions

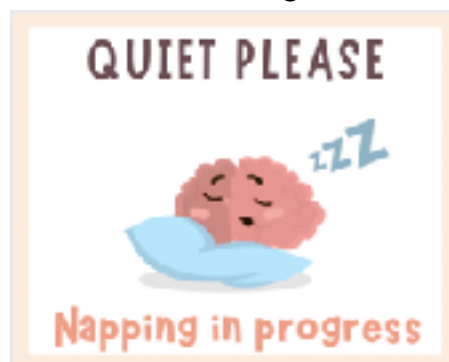
- At 2:15 p.m., any children who are still resting will be gently woken up to begin transitioning back to daily activities.
- As children become familiar with the routine, they will naturally respond to quiet time cues and settle more easily.

Hygiene and Comfort

- Each child is provided with a small blanket, which is laundered regularly.
- Rest mats are wiped down after each use and stored so that they do not touch, maintaining a hygienic environment.

Individual Needs and Parent Communication

- Parents are encouraged to inform staff if their child has specific rest needs or has had a sleepless night and may need extra rest.
- If a parent requests that their child not sleep, staff will make efforts to accommodate the request by encouraging quiet rest only.
- However, if a child is visibly tired and naturally falls asleep, staff will not prevent the child from resting, in accordance with the child's well-being.



Diapering Policy

The Gwa'sala-'Nakwaxda'xw Daycare is committed to maintaining high standards of hygiene and child comfort through consistent diapering practices.

Parent Responsibilities

- Parents/guardians are responsible for providing diapers for their child.
- In emergency situations, spare diapers will be provided by the Centre.
- Each child has a clearly labeled diaper bin for storing their personal diapering supplies.
- Staff will issue verbal reminders or sticky note messages when additional diapers are needed.

Diapering Procedures

- Diapers are checked routinely throughout the day and changed as needed, including immediately after any bowel movement, as well as during transitions between activities
- Diaper changing tables are cleaned and disinfected between each diaper change.
- Staff wear disposable gloves during each diaper change. Gloves and soiled diapers are disposed of in the diaper genie.
- Any surface or item that comes into contact with feces or urine will be thoroughly cleaned and disinfected immediately.

Hygiene Practices

- Handwashing is mandatory for both the staff member and the child following each diaper change.
- A diapering chart is located near the change table. Staff must document:
 - The child's name
 - The time of the diaper change
 - Whether the diaper contained urine or feces
 - Their initials for tracking and accountability

Toilet Training

At Gwa'sala-'Nakwaxda'xw Daycare, we support each child's transition from diapers to using the toilet in a respectful, encouraging, and developmentally appropriate way. Toilet training will be encouraged when a child shows signs of readiness.

Partnership with Parents

To ensure consistency and success, we ask that families:

- Provide pull-ups for children who are in the early stages of toilet training
- Use the same toileting language and routines at home that are being used at daycare
- Provide positive reinforcement and encouragement, in alignment with the support given by staff

Open and ongoing communication between parents and staff is essential during this transition. Please inform staff of your child's progress at home and any strategies that are working well.

Toileting Practices

- Children who wear pull-ups and are aware of their need to use the toilet will be encouraged to try independently.
- Staff will provide assistance with wiping if needed.
- Children will not be changed on the diaper changing table if they are wearing pull-ups and attempting to use the toilet.
- Children in training should have extra clothing (pants, underwear, socks) available at daycare in case of accidents.

Note: Soiled clothing will be rinsed and bagged for parents to take home at the end of the day.

Visitors and Volunteers

At Gwa'sala-'Nakwaxda'xw Daycare, we value community involvement and encourage family and community engagement. To ensure a safe and secure environment for all children and staff, the following procedures are in place for visitors and volunteers:

Visitors

- Parents and other visitors are welcome at the daycare.
- Visitors are encouraged to arrange their visit in advance with the daycare whenever possible, to help us prepare and minimize disruptions.
- All visitors must check in at the office upon arrival. This helps staff maintain awareness of who is in the building and ensures everyone's safety in the event of an emergency.
- Visitors may be asked to sign in and indicate the purpose of their visit.

Volunteers and Adults Working with Children

- All volunteers or adults who will be working directly with children are required to:
 - Provide a clear Criminal Record Check (with Vulnerable Sector Screening)
 - Submit proof of vaccination, as per daycare health and safety policies
- Volunteers will be supervised by staff at all times and are not permitted to be alone with children.

These practices are in place to protect the well-being of every child and ensure our daycare remains a safe, welcoming, and transparent environment for families and staff.

Screen Time Policy

There will be no television at the daycare and the children will not be watching shows on any devices including; computer screens, phones, tablets or iPads. We may have opportunities for children to watch a movie on special events (ie. Halloween, Christmas, etc).



Toys

We have well organized, and developmentally appropriate toys for each class. If a toy is “mouthed” it will go in the bin immediately after use and sanitized before its placed back on the shelf. Please do not send your child to daycare with toys from home (with the exception of designated sharing/show and tell days). If a child brings a toy to daycare it will be stored in their cubby.

Transportation Policy

Staff will not transport any child that is not their own family member, by car or any moving vehicle.

Walking Bus

At Gwa’sala-’Nakwaxda’xw Daycare, children regularly participate in nature walks within the Tsulquate Reserve and, at times, to nearby locations such as the town of Port Hardy.

Safety Measures

- Staff wear high-visibility (HiVis) vests to ensure they are easily seen.
- Staff carry a backpack first aid kit, emergency contact cards, and a cell phone at all times during walks.
- Depending on the location and situation, staff may also carry bear spray or an airhorn for added safety in areas where wildlife encounters are possible.



These precautions are taken to maintain a safe, enjoyable, and educational outdoor experience for all children.

Smoking Policy

Smoking is strictly prohibited on or around the Gwa’sala-’Nakwaxda’xw Daycare building and property at all times. This includes:

- All fenced areas
- The parking lot
- Any outdoor spaces adjacent to the daycare

This policy is in place to ensure a healthy, safe, and smoke-free environment for the children, families, staff, and visitors.



Emergency Procedures

A. Fire Exit Plan:

- Staff and children evacuate the building immediately through the outside fire exit door of each room or the closest exit door to their location.
- Children will line up in the gathering area on the sports field.
- The daycare workers will report the number of children present and absent.

B. Earthquake Evacuation Procedure:

- Staff and children assume positions under desks or an appropriate location, facing away from windows.
- Sixty seconds after the quaking ceases, everyone will evacuate the building immediately through the outside fire exit door of each room or the closest exit door to their location.
- Children and staff will line up in the gathering area on the sports field.
- The daycare workers will report the number of students present and absent.

C. First Aid / Injury Procedures:

- First aid is provided by a staff member with current First Aid Certification and parents are contacted.
- In the event of a more serious injury, staff call 911 and parents are contacted.

D. Lockdown Protocol:

Used when the administration is alerted to the presence of an unsafe person in the building a lockdown will be initiated.

