

STAFF HANDBOOK

 A Ministry of:



627 S. Main Street

Jamestown, TN 38556

931.879.9137

[www.faithjamestown.org](http://www.faithjamestown.org)

**Completion Form**

I have read and understand the Faith Christian Daycare Staff Handbook. I received, read, understand and will comply with the Statement of Faith, mission statement, and code of Christian conduct set forth in the manual. I will do my best to uphold the principles that are expected of me and be in full reliance on the Holy Spirit to guide me while employed.

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Employee Signature Date

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Supervisor Signature Date

**STAFF HANDBOOK**

*The intention of this manual is not to create a binding contract. The contents of this manual are subject to change at any time based on the discretion of the administration.*

**MISSION STATEMENT**

We exist to glorify God, edify Christians, evangelize the lost and to exhibit a positive presence of Christ in our community. With this in mind, it is our desire to nurture the “whole child” in area of physical, intellectual, emotional, social, and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and lifelong learners.

**Faith Christian Daycare and Early Learning Center is dedicated to serving children and their families with the upmost quality, care, respect, fairness, and sincerity. The center of all that we do is based on Christian principles found in the Bible.**

It is our belief, that the employees are the heart of the Center. The attitude and skills which are conveyed through you to the children and families of the Center have a great impact in their lives and reflect on the testimony of our Lord Jesus Christ and Faith Baptist Tabernacle.

During and after the interview process, the Director will explain the center’s policies and procedures.

Each new employee will have a 60-day probation period in which you will be observed and evaluated. If you decided that this job is not for you OR we feel that the job (or our center) does not suit you, there will be a peaceful separation of employment. Please keep this information for future reference.

All staff members must meet all Tennessee State Licensing requirements for Day Care Centers, according to age, education, training, health, references and any other areas stated in these requirements. A copy of these requirements will be available at your request for you to review.

**What we will do for you?**

* We will hire the most qualified and available candidate for each vacancy.
* We will treat each employee with respect and courtesy.
* We will provide a clean, safe, and smoke free workplace.
* We will recognize the quality of work, length of service and other qualifications as they apply to incentives.
* We will inform employees of any changes or developments at the Center as they pertain to them.
* We will conduct 1, 3 and 6-month evaluations for new employees and yearly evaluations after.
* We will not tolerate rudeness, neglect or indifference by any member of the staff. The ability to remain composed under pressure is a quality as important as attaining expertise.

**TRAINING**

Each employee is required to complete 30 hours of staff development training per year. The classes are offered through various trainings, seminars, and sometimes through staff meetings. Schedules will be given when available. All documentation of the attended classes must be on file in the Center office. Payment for training will be provided by Faith Christian Daycare. In addition, we will be instituting mandatory monthly meetings to provide training, discuss issues and concerns. There is also the possibility of an unscheduled meeting should it be required that would also be mandatory.

**CHAIN OF COMMAND:**

Since Faith Christian Daycare is a ministry of Faith Baptist Tabernacle, the ultimate authority and decision-making body is that of the Pastor, Deacons, and the Director. The primary responsibility of making and instituting operational policies for the school is given to the Administrator/Director. The chain of command at Faith Christian Daycare: Pastor→Administrator/Director.

The administrative staff is directly responsible to the administrator and are primarily concerned with the coordination of the activities in relation to the overall program of the daycare. You as a staff member are responsible to the director or assistant director.

Employment at this daycare is a sacred trust between employer and employee and should be handled that way at all times. If at any time a problem should occur, the employee involved must communicate with his immediate supervisor. Good communication between employer and employee is vital for all concerned.

**HOURS**

Center Hours: 7:00 am - 5:30 pm Monday through Friday.

Workers working at 7:00 am will be required to be at the Center at 6:55 am. One or more workers in the evening will be required to work until 5:30 pm for closing down the Center.

The Director will decide the days and hours you will be scheduled to work. In case of emergency or staff illness changes may be made to your schedule without advance notice. In the event of an emergency change to schedule, the director will take into account the various needs of the staff and make a decision accordingly.

Lunchtime is to be spent with the children in the dining room unless otherwise arranged by the Director.

It is extremely important to the center and parents that you be on time to the daycare as well as in lesson plans and work assignments.

Staff Meetings will be held as needed. Attendance is mandatory for all scheduled staff meetings even if the employee is not on the work schedule. Time at the staff meeting is considered on the clock paid time.

**HOLIDAYS**

We will attempt to be closed on the following holidays:

* MLK Day
* President’s Day
* Good Friday
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day and day after Thanksgiving
* Christmas Eve and Christmas Day

If the holiday falls on the weekend, the day off will be scheduled for either the day before or after the holiday.

**FACULTY ATTENDANCE**

When an employee is absent, the classroom order and techniques are usually negatively affected. Perfect attendance is, therefore, encouraged by all our workers. If a teacher is sick and unable to work on a given day, the supervisor must be notified by 6:00 A.M.

\*Any personal day must be **requested 1 week in advance to the Director in writing**. If there is not a week’s notice, then it’s unapproved and will be a given a verbal warning. If the employee continues to leave unapproved then written warning will be given by the Director before termination of employment.

\*The Director has the right to dismiss any staff member with excessive absences. Excessive absence will be determined by the Director.

**ILLNESS- SICK LEAVE**

If a child of a teacher is ill, any necessary arrangements to still attend the daycare should be made.

Teachers should leave lesson plan books, curriculum, etc. where the substitute can easily find them.

ALWAYS NOTIFY THE PERSON IN CHARGE! -Never leave a message with a secretary that you will not be coming in to work or tell another teacher to tell the supervisor. If the absence is planned, follow the procedures above for "Request for Time Off”.

The MATERIALS for a substitute should be readily available. These would include daily schedules, lesson plans, and student lists. Your classroom will be ready from the previous day attended.

**STAFF RECORDS**

These files will remain the sole property of the Center:

Application First Aid/CPR training Child Abuse/Neglect class

References Yearly training hours (30) Vulnerable Persons Report

Physical Accident reports if applicable Sex Offender Registry Report

**STAFF DRESS CODE**

As a ministry of Faith Baptist Tabernacle, the staff of Faith Christian Daycare represents the church to the public. It is required that ALL of the employees of the Daycare adhere to our dress policy as stated below:

Females: Must wear Faith Christian Daycare uniform shirts or Faith Baptist Tabernacle shirts. Jeans, khaki pants, or dress slacks may be worn as long as they are neat in appearance with no holes or frayed areas. Skirts or dresses are allowed but it is preferred that leggings are worn underneath as the job requires getting in the floor with children. Leggings may not be worn unless they are worn underneath a dress or skirt that comes to the knee. Shorts may be worn that reach the top of the knee.

Skirts, Shorts and Pants must be free of holes.

Males: Must wear khakis or jeans with the uniform shirt that is supplied at the time of hire.

Shorts and Pants must be free of holes.

Employees are expected to maintain a clean, neat and groomed appearance. All male employees will keep their hair cut and trimmed off the shirt collar, and out of the eyes.

Employees will not wear any body piercing to work other than earrings for pierced ears.

Any tattoos must be covered while working at the center.

**FACULTY STANDARDS**

Teachers at Faith Christian Daycare have a great responsibility in fulfilling the ministry to which God has called them. Workers must keep themselves above reproach and must be examples for the young people they have the responsibility of teaching.

Children can learn a great deal from their teachers. We must, therefore, be very careful of our behavior and our actions. Teachers must put their personal opinions and preferences aside and must uphold the standards set down by Faith Christian Daycare.

If staff does not abide by the rules and regulations expected of them, they cannot expect children to abide by the rules and regulations. Faith Christian Daycare is not just a daycare, it is a ministry of Faith Baptist Tabernacle; therefore, **teaching should be considered a ministry and not just a job**. In many respects you have a mission field for reaching young people and their parents for Christ. For this reason, it is expected that each teacher will consider the activities as Christian service and be willing to serve in capacities which might be designated as "beyond the call of duty."

Those employed by Faith Christian Daycare are expected to help it grow and prosper. **If an employee finds himself or herself in a position of non-support of its policies and direction, he should voluntarily choose to depart**. All employees are expected to support the policies and goals to co-workers, parents and church members. **Disloyalty is grounds for immediate dismissal.** Our faculty is reminded to do all things decently and in order.

**HARASSMENT**

The Center prohibits any physical, verbal, or visual harassment by any employee toward another employee. An employee is to report any complaints to the Director. These complaints will be thoroughly investigated and should they be found to have any basis or fact, the person or persons involved will be appropriately disciplined, which may include immediate discharge.

## **COMPENSATION**

The rate of pay will be determined at the date of hire. Paychecks will be distributed every other Friday and you will be paid for the previous two weeks work.

Advancement in rates is not automatic and is not based solely on seniority. Many factors will be carefully evaluated for each employee including:

Growth Attitude Attendance Record Sincerity

Productivity Enthusiasm Promptness Education

Among the most important area of evaluation is the employee’s relationship with the children, parents and fellow staff members.

Staff evaluations will be conducted regularly by the Director. Staff members are eligible for wage increases (when finances allow) only if they have demonstrated superior performance.

If layoffs are necessary, employees will be laid off on the basis of work records and the needs of the Center. We will look at several aspects of each employee when deciding layoffs. Such as:

Quality of service to the Center Skill, ability, and qualifications

Work attendance Seniority

***\*****Rate of pay, raises, bonuses, and performance evaluations are strictly confidential and any discussion concerning this with others will not be tolerated. Violation of personnel confidentiality is considered a serious breach of ethics and is grounds for immediate dismissal.*

## **VACATION**

Full-time (year-round) will receive 5 paid vacation days after one-year employment. All vacation requests must be pre-approved by the Director and given in writing at least 2 weeks in advance. If two employees request vacation for the same period the employee who has the most seniority will be granted the vacation. Employees employed less than 60 days may not request personal time off unless for emergency reasons. Employees employed more than 60 days but less than a year may request unpaid time off, but no more than 5 days per year and will be at the discretion of the director based upon performance and ability to find substitutes for requested time off.

Part-time employees receive no paid vacation days.

**TERMINATION**

The director is responsible for the termination of the employees. An employee will be given a one-week notice in writing prior to termination, except in the event of immediate dismissal.

Immediate dismissal will be caused when an employee’s behavior will cause or causes danger to the enrolled child, parent of a child, staff of the child, staff of the church or Center, or properties of the church or Center.

When an employee terminates employment, a two-week’s notice is requested.

**LICENSING**

The state of Tennessee licenses our Center. Fire, Health, and Nutrition requirements are met according to licensing rules and regulations.

Staff members that do not follow these requirements will be discharged. These licensing regulations are on file at the Director’s desk and are required to be read by each staff member once yearly. Licensing is renewed yearly.

**GENERAL INFORMATION**

## *Child Abuse and Neglect*

Under Tennessee law, a teacher or child care worker who has a reasonable cause to suspect that a child is neglected or abused is required by law to immediately report that suspicion to the TN Child Protective Services and notify the person in charge of the child care institution, who may then supplement the report or make an additional child abuse report. If the abuse reporter believes a child has suffered serious physical or sexual abuse, the reporter must also immediately report the abuse to the State Police or local law enforcement officers. If the Director is suspected of child abuse or neglect, report to CPS and the Faith Christian Daycare Administrator. In Tennessee, the report to the Department of Health and Human Resources may be made on the **CHLD ABUSE HOTLINE at 877-237-0004 or online at** <https://apps.tn.gov/carat/> .

## *Inclement Weather*

Throughout any given year, Faith Christian Daycare could encounter weather conditions which may cause us to close or delay the operation of daycare. You will receive a message from “Brightwheel” , “RenWeb Alert”, or both should there be a schedule change for severe weather conditions. You will receive this call at the earliest possible time.

##

## *Office Responsibilities*

**Please remember that the administrative/pastoral offices are places of business.** This is not a place for socialization. The administrative staff has work that needs to be accomplished and it best done with minimal distraction.

Church/Daycare phones are not to be used for personal calls during work hours. Take care of these before or after work. Unless it is an emergency, return parent's calls after school hours. Do not ever leave your class to return calls that are not of an emergency nature.

*Finances*

Teachers are never to discuss finances with children or their parents. Always refer such questions to the Director.

## *Telephone/Internet Usage*

Telephone calls may be made only when your classroom/students are covered by another staff member. Personal cell phones may be used during children’s nap times (no verbal calls or sounds from your phone). Staff members should not be using phones during times when they are directly responsible for taking care of children unless it is to enter information into the Brightwheel system. We are entrusted with caring for the other people’s children and as such we need to treat it with the utmost care and responsibility.

## *Keys*

No employee is to make duplicate copies of any key. All keys must be turned in upon resignation and or termination of employment. If the keys are lost, there will be a $10.00 fee deducted from your pay.

## *Work Orders*

Each teacher is responsible to report any needed classroom repairs or damages, and audio-visual equipment defects, etc. to their supervisor. Work order forms are available for completion in the office if the time comes for any repair you may need.

## *Removal of Church Property*

Daycare property should not be taken from the offices, library, kitchen, or any other area unless permission is given from the Director. If permission is granted for something to be borrowed, it should be returned promptly. All materials should always be placed in their proper places when being returned.

*Duplicating Information*

## Please do not make more copies of any item than you will use. Please plan your work carefully in order to cut down on waste.

## All work to be copied must be neatly typed or written and free from all grammatical and spelling errors.

 **BEHAVIOR MANAGEMENT**

Positive guidance leads to appropriate behavior. With this philosophy as our guide, we use love and consistent creative strategies to help children develop self-control. To reinforce good behavior, we:

* Model the behaviors that we want the children to exhibit
* Establish clear, consistent and simple rules
* Explain the reasons for rules
* Remain positive in our approach
* Verbally praise positive behaviors

If behavior does not change, we will first consider whether the child is sick, tired, or hungry. If these considerations are not the cause of the child’s inappropriate behavior, and a child’s behavior does not change, we:

1. Redirect the child’s attention to an acceptable action
2. Explain the negative behavior and help the child identify solutions
3. Allow the child to have a cooling off time to adjust inappropriate behaviors

 Our ultimate goal is to help children learn self-control and become responsible for their own behavior. We define discipline as training and practice through modeling and instruction to help children learn self-control.

 If home routines change or any stressful factors occur at home, we encourage parents/guardians to share any information that may be helpful in handling their child’s behavior changes.

Spanking or other forms of corporal punishment by staff are prohibited.

**HEALTH AND SAFETY**

*Illness*

Children are to be observed for illness throughout the day. Sick children are to have their temperature taken and kept away if thought to be contagious. A thermometer is available to take temperatures. Parents are to be notified of the child’s complaints, symptoms, temperature, and actions taken. Always notify the Director of any illnesses. Staff is to clean up any messes as soon as possible.

We do not have staff or facilities to care for children who are ill and cannot take part in regular activities, beyond those having mild cold like symptoms (clear runny nose, slight cough and no fever). Health Department regulations require that children not be allowed to attend childcare if they exhibit symptoms such as:

 *Fever* – (100.4°F or higher) child may not return to Faith Christian Daycare until they have gone 24 hours with normal temperature without fever reducing medicine. *Pink Eye (*child must have Doctor’s release before he may return to Faith Christian Daycare, and no sooner than 24 hours with doctor’s written release), *Excessive Cold or Cough, Vomiting, Diarrhea, Lice/Nits, Discharge from Eyes/Ears, Rash*, Communicable Disease such as *Chicken Pox, Rosella, Conjunctivitis, Mumps, Measles, or Influenza.*

If children become ill while in our care, the parent/guardian will be contacted immediately and asked to pick up their child. If parents are not available, the emergency contact person will be notified.

*Head Lice Policy*

We will observe the same policy as public schools concerning lice. If head lice are present, parents must remove all nits (eggs) from the child’s hair and the child must be treated with lice shampoo (available from a doctor, local drug store, or health department), before they will be allowed to return to the Center. Either a doctor or the Health Department must inspect a child’s hair and send a note to us saying that your child is “nit free”.

*Medical Emergencies*

First Aid and Poison Control center guidelines will be followed. All staff will be certified in CPR/First Aid. A first aid kit will be available and accessible at the Center at all times. **Emergency numbers are posted in every classroom and at the Daycare front office.** An incident report will be completed and provided to parents/guardians. Poison Control 1-800-222-1222

In case of serious accident or sudden illness requiring medical attention, the following procedures are followed:

* Immediate phone call is made to 911 by Director or designated staff.
* Child’s parent(s) or other emergency contacts are notified and asked to come to the center to take or accompany the child to receive medical attention.
* The child, along with available health record is taken by their parent or by staff person if no parent is available, to the emergency room.
* An emergency report is completed by teacher, with a copy provided to the parent.

For minor injuries, like bumps/bruises, we will provide on-site first aid. If the injury is more serious, (needs stitches, involves broken bones or dislocation, etc.) the parent will be notified immediately. Parent/Guardian insurance coverage will be primary and our church business insurance policy will be secondary in the filing of injury claims.

***Please use* *accident report forms to inform administration of ANY ACCIDENT and properly document incident in Brightwheel.***

 *Hand Washing, Diapering, and Sanitizing*

Staff and children will be expected to wash hands after each bathroom use, before and after eating, after playing outdoors, or any other needed times. Staff will wash hands before and after diaper changes, in the bathroom, eating, handling and preparing food, and handling contaminated materials. Diapers will be changed regularly and immediately after bowel movements. The child will be thoroughly cleaned, and appropriate ointment applied. The diaper changing station will be sanitized after each use. Toys will also be sanitized each day and immediately after it has been placed in a child’s mouth or handled by a child with cold symptoms.

***Management of Medications***

According to state regulations the staff at the Center may not administer medication unless parent/guardian submits a permission form. Documentation should be noted in Brightwheel.

 All medications must be labeled with the child’s name and must be accompanied with written permission from the parent and the child’s physician for dispensing along with dosage instructions and time of administration. Medications must be in the original containers. The term *medication* includes over-the-counter drugs such as Tylenol, cough syrup, as well as physician prescribed drugs. Permission forms are available from the Director.

*Fire Drill*

Fire drills will be conducted periodically in order to be prepared in case of an emergency situation. **Be sure to study the fire exit routes and instruct students on fire drill procedures at the beginning of the school year.** The following procedures should be followed:

 1. Teachers and students should remain calm. Refrain from screaming or shouting.

 2. Students line up in an orderly manner and be instructed to exit the building. The teacher should follow the students out of the class room.

3. The teacher should take the green cards and close the door as he/she leaves.

 4. When students reach the proper destination from the building, they should continue to form an orderly line. Teachers should check the roll to make sure all students are out of the building.

5. Do not return to the building until you hear the all clear signal. **The all clear signal will be the principal directing the teacher to return with the students to the classroom.**

## *Lock Down Procedure*

Drills will be conducted periodically in order to be prepared in case of an emergency situation. **The lock down warning will consists of “Code Red” being announced via cell phone and intercom system when available,** at which time teachers should instruct students in following the correct lock down drill procedures:

 **Precautionary Measures—**Obviously the best way to prevent an emergency involving an active shooter, is to try to prevent them from entering the building. This is why it is important for us to follow school policy that all doors are to remain locked and closed during school hours. Any visitor, whether known or unknown to faculty, must enter at the office door. The office door has a video doorbell system that will alert administration that a visitor is present. We must make sure that we as faculty are modeling as well as holding students accountable to this policy regardless of who the visitor is. This is our first line of defense.

**Active Shooter Emergency**

In the event of an active shooter emergency, the faculty of FCA will employ the “ALICE” procedural method for caring for the lives of all involved.

A = Alert

The alert to danger can be from many different sources. Gunshots heard or seen, a witness to danger reporting this to another individual, a PA announcement from the front office, phone or text alert, etc. In the event of a known active shooter entry, the front office will send the alert across the school phone/ PA system and text via cell phones if possible. The **lockdown procedure alert will consist of “Code Red” being announced,** at which time teachers should instruct students in following the correct lockdown procedures.

L = Lockdown

The lockdown is the starting point from which we make decisions about the survival of all involved. For most rooms in the school, evacuation is not the best option. In the classrooms, the best option to begin protecting ourselves is lockdown. This includes:

* Locking the door (all doors should remain locked at all times regardless of emergency).
* Cover the windows and make sure blinds are pulled if possible.
* Tying down the door—using belts or other objects in the room to tie around the door closures to make entry difficult for an intruder.
* Barricading the door with anything possible—desks, chairs, and anything that will make it more difficult for an intruder.
* Moving away from doorways and windows as soon as possible in case of gunfire.
* Maintaining silence in the room from individuals, phones, etc. as much as possible.
* Once secured, the door cannot be opened for anyone—regardless of who it is—even a student!
* Gather anything in the classroom that could possibly be used as a weapon—coffee cups, chairs, books, balls, and mentally prepare for the possibility of defending yourself and others.
* Be prepared to try to surprise the active shooter should they enter and make it more difficult for them to inflict damage.

I = Inform

Using any means necessary to pass on real time information.

* Speak clearly and plainly.
* Can be 911 calls, texts, video from cell phone, etc.
* Give the who, what, where, when, and how about the event.
* This information can be used by people to make decisions.

C = Counter

This is the use of simple, proactive techniques in the event you are confronted by an Active Shooter.

* Use anything and everything as a weapon.
* Throw things at shooter to disrupt their aim.
* Create as much noise as possible (after confrontation has occurred, but not before.)
* Attack in a swarm.
* Grab the shooter’s limbs and head and hold them on the ground.
* Fight dirty—bite, kick, scratch, gouge eyes, etc. Nothing is off limits.
* Create as much chaos as possible for the shooter.
* If the shooter is controlled, contact 911 and tell the police where you are and await there commands.

E = Evacuate

This should be a last resort, but an option that should not be ruled out if absolutely necessary. If found immediately in a danger zone with the shooter and other options are not available, evacuation should be chosen.

* Make sure that evacuation is safe.
* Run in a zig-zag pattern as fast as possible.
* Keep running until you are safely away from the shooter.
* Do not attempt to drive from the area (this could possibly result in law enforcement mistaking you for the offender.)

Procedures for sites other than classrooms:

Lunch room: If an active shooter should attempt to enter through the glass doors in the lunch room, the faculty and students should evacuate through the exit door down the hallway past the pre-school and kindergarten room and to the field adjacent to the school building.

Hallway: If you are in the hallway and alerted to the danger of an active shooter, attempt to evacuate the building through the nearest exit.

Restroom: If you are in the restroom and alerted to the danger of an active shooter, do not exit into the hallway. Enter a stall, if you are not already in a stall, and stand up on the toilet and remain silent.

Gymnasium: If you are in the gymnasium and alerted to the danger of an active shooter, attempt to evacuate the building through the exits located at the back side of the gymnasium.

Outside play areas: If you are outside and alerted to the danger of an active shooter, run/evacuate as quickly as possible in a zig zag pattern until you are safely away from danger.

##  *Natural Disaster Procedure*

Tornado drills will be conducted periodically in order to be prepared in case of an emergency situation. The **tornado warning will consists of “Code black” being announced through cell phone text and intercom system when available,** at which time teachers should instruct students in following the correct tornado drill procedures:

 1. Line-up in an orderly manner.

2. Exit the room into the main hallway in the church building. **Keep away from windows and glass doors.**

3. Students should crouch on the floor facing the wall, and bend over with hands on the back of the head.

4. The all clear signal **will be the given by the principal** informing teachers and students should return to their classrooms.

##

## **CLASSROOM ORDER**

## Each classroom must have a posted daily schedule. This schedule should be followed as closely as possible to help establish routine and give the best possible environment for learning.

*Curriculum and Lesson Plans*

We teach the A Beka Book Curriculum in our preschool program. Lesson plans MUST be completed by Friday of the week prior to them being implemented. Plans should be clearly written and materials ready for a substitute to easily continue the program. Employees must have the room ready for the next day.

*Order and Cleaning*

Teachers will keep their rooms neat and orderly. Materials, toys, and equipment should be put away daily. EXTRA attention should be given to order and cleanliness on Wednesday and Friday with church use in mind. Some items may need to be removed from the room.

Before leaving each day, teachers will empty trash, sweep floor, clean and disinfect tables and chairs.

*Entertainment in the Classrooms*

Videos, movies, and music must be approved by the director before showing to the class. Children may not bring any electronics or movies to the daycare.

## *Playground*

## Classes are to go to the playgrounds in lines.

Children should not run back and forth across the parking lot. THEY ARE TO BE SUPERVISED AT ALL TIMES.

Do not permit a group of children to sit and huddle on the playground. Keep them busy.

Hard balls are not to be used.

Do not permit wrestling, fighting, or rough scuffling.

Train children to come when it is line up time. Do not yell.

Do not let children, teachers, or helpers keep your attention for friendly conversations while you are on the playground. You need to be CONSTANTLY alert on the playground -free from being involved with anything else. With two or more workers on the playground at one time, stand facing away from each other. The teacher is to plan and participate/monitor the playground activities. This is not a break time.

Teach safety rules pertaining to playground equipment

No cell phones during recess.

Use communication for reaching help if there would be an accident or other

emergency.

*Nap Time*

One teacher must remain with the children in the nap room at all times. License require that we have sufficient staff on the premises to remove children in the case of emergencies. Children are NEVER to be left unattended. Teachers are not allowed to sleep at this time. This time is to be spent planning for classroom activities and monitoring children.

Children are not required to sleep. They are required to have time of rest daily.

Cell phones may be used as the children are sleeping or as the Director allows. Ear phones may not be allowed. Cell phones must be on silent and verbal conversations may not be made.

Nap time is an excellent time to work on lesson plans and preparing for any activities.

##

## *Rest Room and Water*

Check restrooms before and after your class has used them.

* Teachers must check condition of rest room after your class uses them each time during the day for cleanliness, toilets being flushed, paper off the floor, water and lights turned off before leaving.
* The teacher and the helper are both to be at the rest room when the class is scheduled for rest room.
* Children are never to go to the rest room unattended.
* Be sure children get enough water. Never take away their privilege of getting a drink, especially after they have been on the playground.

*Dismissal Time*

The last five or ten minutes should be used to get ready to go home.

Order should reign at this time of the day as much as at any other time.

Check to see that students have belongings in appropriate places.

Supervise last minute cleanup.

Do not let children leave with any adult unless they are listed in the Brightwheel system as approved pick up persons. As such, they should have their own personalized code for pick up. Approved persons and parents are responsible for sign in and sign out from the center. If this is neglected, staff needs to enter the check-in and check-out into the Brightwheel system and enter a note for who picked up or dropped off the child and why the person picking up did not do this on their own.

**Grievance Policy**

* Communication between our staff and parents and guardians is very important to us. If a problem should arise, we hope it can be resolved between parent/guardian and involved staff member.
* If either party feels this step is not sufficient then a meeting with the Director parent/guardian and staff member will be scheduled.
* If satisfactory resolution is not achieved then Director, parent/guardian, and staff member will meet with Administration.