

# **PRESCHOOL STAFF MANUAL**

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## WELCOME

Welcome to the teaching team of Precious Lambs Preschool! This handbook has been developed to give you an understanding of what to expect from Precious Lambs Preschool and what the Preschool expects from you. You are encouraged to bring your questions and input to the Director.

## OUR MISSION

“Preparing children for this life and eternity  
by offering a superior academic and spiritual education.”

It is the mission of Precious Lambs Preschool to support and encourage parents in their God-given responsibility to educate and spiritually train their child. We provide young children a safe, loving Christian environment where they are prepared physically, socially, emotionally and educationally for future learning experiences, and where they are disciplined spiritually to live for Christ.

## OUR VISION

Precious Lambs Preschool is known for its superior spiritual and academic education whose students:

- know and appreciate Christ’s love for them;
- demonstrate Christ’s love toward others in their speech and behavior;
- find their self-worth in Christ and what he has done and continues to do for them;
- recognize that God gives them their talents and abilities, and that they can use these to glorify him;
- are well prepared for future learning experiences in Kindergarten and the early elementary grades;
- appreciate God’s gift of good health and make God-pleasing decisions that promote a healthy lifestyle.

## PRESCHOOL PHILOSOPHY STATEMENT

At Precious Lambs Preschool we believe that the Bible is the true, unchanging Word of God and is the final authority in all matters of life. (II Timothy 3:16-17) When all learning and living takes place in light of this scriptural viewpoint, children are prepared to fulfill God’s will for their lives and are trained for a life of Christian service in a non-Christian world. (Proverbs 22:6 and II Tim. 3:15)

We believe that God created human life to be developmental and that the educational process must nurture the development of the whole child. The classroom environment must be flexible in allowing children to go through the predictable stages of growth and maturation on individual timetables, and also allow for the unique characteristics, learning styles, and family experiences of each child. Children are active learners and learn best through concrete, quality play experiences which are facilitated through purposeful planning and modeling by caring adults.

*Proverbs 22:6 (NIV) “Train a child in the way he should go, and when he is old he will not turn from it.”*

*II Timothy 3:15-17 (NIV) “And how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”*

## STATEMENT OF FAITH

At Precious Lambs Preschool we believe and teach that...

- **God is real**, revealing himself to us through the beauty of nature and the wonder of the universe (Psalm 19:1-2)
- **God is wise**, revealing his wisdom to us in his holy Word (Psalm 19:7-11)
- **God is caring**, taking care of all our earthly needs (Psalm 145:15)
- **God is loving**, giving us Jesus Christ, who gave up his own life that we might have forgiveness from sin and eternal life in heaven (I John 1:7, John 3:16)
- **God is relational**, desiring to have a personal relationship with all people, including young children, in this life and forever (Luke 18:16, Proverbs 22:6)

## PRESCHOOL PHILOSOPHY OF TEACHING AND LEARNING

We believe that God created each child as his own unique and wonderful creation. God created human life to be developmental, and preschool education must allow children to develop in stages, according to each child's unique timetable.

We believe that preschool children construct their knowledge of the world through active participatory learning. They discover and learn through hands-on direct experience with people, objects, events and ideas. Teachers establish a daily routine and a classroom environment to support and foster learning, allow for many experiences, and encourage curiosity and play. Classroom materials and activities are designed to be used in open-ended ways. In this way children can be successful at their own level, while also being challenged to think and build on what they already know. Children's activities are both teacher-directed and self-initiated. Teachers regularly assess children's growth, formally and informally, based on their expression with materials, and use this observation and assessment to plan activities which support and further scaffold children's learning.

All learning takes place under the guidance of caring Christian teachers. These teachers daily aspire to bring children into a close relationship with their Savior through Bible lessons. They are warm and nurturing as living, breathing examples to children and their families of Jesus' love, care and patience.

## SCHOOL HISTORY

St. Paul's Evangelical Lutheran Church was established in 1974. In 1994 the congregation built an addition to the church to serve as an educational wing for a new school, which was dedicated on July 31, 1994. Though at that time many of St. Paul's members were of retirement age, they were motivated to share their faith with children and their families in accordance with Jesus' words to "go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matt. 28:19). In 1994 the congregation also called the first Principal of the school, John Melso, and began its first school year with 17 students in grades K-8.

In 1998 St. Paul's called Miss Sherri Sukow (now Lueck) to teach Kindergarten and part-time preschool. Preschool was later taught by Mrs. Carole Melso (2000-01), and by Mrs. Roberta Mele' (2001 to 2003). Mrs. Kay-Lynn Johnston, the present PreK-4 teacher and Director, was called the summer of 2003. Mrs. Sharon Welfel, who was the teacher's assistant from 2003-08, was hired to teach PreK-3 beginning in fall 2008.

During the 2003-04 school year, grades K-8 were privileged to move into a new educational unit on the church property. Preschool classes continue to be held in the original educational wing of the church, and the Kindergarten classroom also moved to this wing in fall 2011.

Precious Lambs Preschool is an accredited preschool through the Association of Christian Schools International, and received its initial accreditation status in June 2007.

## LEARNING OBJECTIVES OF CHILDREN

Through their experiences at Precious Lambs our children will:

### **Spiritual Development**

- know Bible stories
- know who God is and that he cares about us
- know who Jesus is and what he's done for us
- know that they can speak to Jesus in prayer
- understand that there is certainty after death
- know there's never a problem so great that we can't handle it
- know that they are never alone

### **Social-Emotional Development**

- understand their feelings and express them in words
- demonstrate growing independence and confidence in their abilities
- develop responsibility for themselves and their environment
- show curiosity and a desire to learn
- learn to play, work, and communicate with peers and adults
- show love and respect for all of God's children

### **Cognitive Development**

- expand logical and mathematical thinking
- acquire problem solving skills
- make choices, plans, and bring them to completion
- gain knowledge and concepts about the world
- develop in their ability to understand language and to communicate
- develop an interest in books and reading in various ways
- demonstrate writing in various ways
- use creativity and imagination
- appreciate and express themselves in art, music and movement

### **Physical Development**

- learn to care for their own bodies
- develop good nutrition habits
- observe safety precautions
- use large motor skills with confidence, control and coordination
- refine small motor skills by using small muscles:
  - to coordinate eye-hand movements
  - for self-help skills
  - to use drawing and writing tools

### **Family Development**

- grow spiritually as a family
- draw closer to other families
- share in maintaining a partnership between home and Precious Lambs Preschool

**Interest Areas** are an integrated part of the total curriculum. Although each area serves to help children meet the goals in all areas of development, this list will accentuate developmental goals that are particular to specific learning centers.

In the **House Area** children

- learn about themselves, families, and their community
- take on a role or occupation and imitate behavior

- make-believe and use their imagination
- engage in socio-dramatic play
- develop social skills as they share, negotiate, compromise, and appreciate others
- develop abstract thinking skills by recalling and visualizing experiences to re-create

In the **Construction Area** children:

- grow in strength and coordination as they carry and place large and small blocks and props
- experiment with construction
- use blocks, animal and people figures, and vehicles for dramatic play
- develop abstract thinking skills as they re-create pictures of the concrete world
- develop math concepts as they count, sort, weigh, match, compare, order, measure and balance

In the **Reading and Writing Area** children:

- develop an interest in reading
- enjoy stories, poems, rhymes, and music through books, tapes, CD's, flannel boards and puppets
- develop an understanding that written words are symbols and a means of communication
- increase vocabulary
- experience working with a computer
- gain information and knowledge from books

In the **Sand/Water Area** children:

- develop small motor control and eye-hand coordination
- have a tactile experience with a variety of materials
- make constructions using tools
- engage in dramatic play using props
- explore science concepts of cause and effect and make comparisons
- learn about size, shape, volume and quantity

In the **Art Area** children:

- engage in the process of working with art and writing materials
- express feelings and ideas
- have sensory experiences
- develop small motor skills
- experiment with color, shape, line, size and texture
- use language to enhance their work

In the **Toys and Games Area** children:

- use self-correcting toys to build independence
- use open-ended toys to improve small motor skills and eye-hand coordination
- use collectibles to practice sorting, matching, classifying, comparing, sequencing, and patterning
- use cooperative games to develop visual discrimination skills, counting and numeral recognition
- develop social skills as they share and take turns playing a cooperative game

In the **Discovery Area** children:

- develop new vocabulary as they discuss investigations, ask questions and share experiences
- use tools and materials to explore and discover how the world works
- use thinking skills to investigate, explore, discover, make predictions, solve problems
- use senses to touch, feel, taste, smell and see
- develop dexterity and eye-hand coordination

In the **Outdoor Area** children:

- develop large muscle skills of balance, coordination and spatial awareness
- develop small muscle skills
- dig and construct in sandbox play

- experience a quiet play area for art, music, games or dramatic play
- learn about science and nature

## **DISCIPLINE**

Preschoolers are practicing independence and assertiveness. They are learning how to use words for their feelings, needs, and desires. They are learning how to be part of a group. They are building relationships. Preschoolers are beginning to understand that what they say and do affects others. A healthy sense of self-control over their lives, and a positive self-esteem comes from learning to solve problems, deal with social conflict, and make choices and decisions.

Teachers guide these young Christians in learning about making God-pleasing choices. The Christian teacher's foundation for guidance is having faith in Jesus as their Savior. Children will want to love others through words and actions, because of what Jesus has done for them. Teachers guide children through this Biblical perspective using their understanding of child development, their knowledge of the individual child, and implementing appropriate expectations.

Christian guidance occurs when teachers develop a positive relationship with each child and interact with them rather than manage their behavior. Teachers make positive comments about children's experiences. Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. Teachers are consistent, give clear directions, and state rules positively and firmly. Teachers try to anticipate problems and plan accordingly.

Teachers encourage children to think for themselves, correct their own mistakes, and solve their own problems. The techniques of redirection and negotiation are used to change children's behavior and assist in conflict resolution. Time out will be used only for behavior that is repeatedly aggressive, unsafe, or out of control. The teacher may work with all the children involved in a conflict, only the child who needs help, or just be nearby to support children in their own negotiations.

Persistent behavior problems will be brought to the attention of the parent, so that both may work together for positive changes. Learning to get along with others and accept limits takes time and adult patience.

Teachers' attention will be focused on the problem behavior and not the child. No one will do anything that could break the spirit of a child, be humiliating, frightening or abusive. No one will use food, rest, toileting or physical punishment to manipulate a child.

The most important part of positive discipline is the proper use of Law and Gospel. Children need to know their sin and be encouraged to do what is God-pleasing.

Teachers need to maintain a Christian atmosphere and attitude in their classroom. They will plan ahead for the day's activities in order to be organized and have a classroom that is calm and secure for the children.

They will set limits that are clear, well defined, and consistently enforced. Teachers will allow enough time for each activity and give children transition time. They will invite children to participate in activities, but respect a child's wish to observe.

Teachers help children express themselves by giving them the words to describe feelings and behavior. Staff/child interactions reflect the attitude of Christ toward children. They model kindness in their voice and actions, and they give children time to practice being kind. Staff are accessible, warm, sensitive, attuned, attentive, responsive and engaged with the children. Their communication is unhurried and tailored to the individual needs, aptitudes, and temperaments of the children. Staff will recognize every child's efforts. They will work together with parents, always taking the best interest of the child into account.

When redirection is needed the teacher will:



- Tell the child what he cannot do.
- Tell the child why they cannot do it.
- Tell the child what they can do instead.
- Make a positive comment on the decision the child has made, when the child does the “Jesus Way”.

When negotiations are needed the teacher will:

- Recognize children’s feelings.
- Find out what is happening and clarify the problem.
- Ask for alternatives and solutions. “What would be the ‘Jesus Way’?”
- Evaluate the alternatives with the children, helping them to solve the problem.
- Support the children as they make a God-pleasing choice.

When time out (for behavior that is repeatedly aggressive or unsafe or out of control) is needed the teacher will:

- State the behavior that is not God pleasing and direct the child to time out, not to exceed 5 minutes.
- Find out what happened.
- Search for God-pleasing alternatives.
- Encourage the child to act on what he has learned and assure him of Jesus love and forgiveness.
- When the problem involves another child, the offending child will tell the offended child they are sorry and be assured they are forgiven. In this way children learn to seek forgiveness and forgive as through Christ they have been forgiven.
- Time out instances will be noted in the child’s log.

## **ORGANIZATIONAL STRUCTURE**

### **A. Delegation of Authority**

St. Paul’s Lutheran Church Voting Members  
 St. Paul’s Council of Ministry  
 St. Paul’s Principal  
 St. Paul’s Precious Lambs Preschool Director

### **B. Changes in Preschool Policies**

The policies of the preschool shall be reviewed annually by the St. Paul’s Council of Ministry with the assistance of the Preschool Director to ensure their consistent alignment with the preschool’s mission and philosophy, and thus identify any need for modifications or the creation of new policies. The Council reserves the right to amend Preschool policies as it deems necessary. Any changes, revisions or amendments to policy that directly affect preschool staff shall be presented to them at least 2 weeks before going into effect.

### **C. St. Paul’s Council of Ministry Membership and Function**

St. Paul’s Council of Ministry consists of at least three congregational members elected by the voters of St. Paul’s Lutheran Church, and the Pastor and school principal, who are permanent members of the Council of Ministry. The terms of office for elected members of the Council expire after three years, and are filled again by election of the voters. After election by the voters, the Council of Ministry meets to elect a President, Vice-President and Secretary from within the Council. Additional elected members of the Council are members-at-large.

The purpose of the Council of Ministry members is first and foremost as a Scriptural role model for others in the church, demonstrated by their words and actions. Additionally, their role is to set the vision and direction for the congregation, and to involve both men and women in using their gifts and abilities in His service to this congregation and our community. The Council works with the congregation to put together plans for ministry, and then works to activate the members to carry out those plans.

## **STATEMENT OF NON-DISCRIMINATION**

Precious Lambs Preschool will not discriminate against any staff because of age, race, color, sex, handicap, political persuasion, national origin, or ancestry. However, it is our goal that staff be members of the Wisconsin Evangelical Lutheran Synod or the Evangelical Lutheran Synod and participate in the Christian worship, devotional activities, Bible study, prayers and songs as believed and confessed by St. Paul's Evangelical Lutheran Church.

### **RECRUITMENT OF STAFF**

- Advertise position to St. Paul's congregation in newsletters and Sunday bulletin.
- Advertise position to surrounding WELS congregations.
- Applications are received from and turned in to the Director.
- Interview by Director, and/or Principal and Council of Ministry members
- Director checks transcripts, references, and performs background checks as required by the State of Florida.
- Recommendation to hire is brought to the Council (With exception of teacher assistants – see last bullet)
- Council of Ministry makes hiring decision and informs congregation
- Director interviews teacher assistant and makes decision for hire independently, then informs Council of Ministry of hiring decision (7/7/2009)

### **CONDITIONS OF EMPLOYMENT**

#### **A. Complete Employment Forms:**

- Employment Application
- W-4 Employee's Federal Withholding Allowance Certificate
- I-9 Employee Eligibility Verification Form
- Signed verification of receiving orientation

**B. Complete Background Screening:** Staff will work under general supervision and all employment is provisional until a satisfactory response is received. All background requirements are needed prior to employment unless noted otherwise.

- Attestation of Good Moral Character
- Declaration of Moral Integrity and Statement of Faith
- Employment History Check (last 2 years or last 3 jobs) - Director will check prior to employment.
- Child Abuse and Neglect Statement
- Local Law Enforcement Check
- Level 2 Background Screening – *Results must be received before an applicant may begin work*

#### **C. Meet Health Qualifications:**

- Tuberculosis Screening encouraged but not mandated
- Be free from symptoms of illness or communicable disease that may be transmitted through normal contact, physically able to work with children and able to operate a motor vehicle.

#### **D. Training:**

- Florida Department of Children and Families Childcare Training Transcript - Verification of 45 hours (45 hours must be started within 90 days of hire and completed within 12 months of the first day of employment.)
- First Aid and CPR Certification (within 90 days)
- Blood-borne pathogens training
- Director and Lead teacher will need CF-FSP Form 5206, July 02 Childcare Personnel Professional
- Development Confirmation Form for CDA verification
- Director will need Director Credential (renew every 5 years)
- All staff must complete a minimum of 12 hours in-service education/training per year

### **STAFF DESCRIPTIONS**

**A. Called Worker:** one who is called to service according to the Constitution of St. Paul's Lutheran Church, and serves under the guidelines established by the congregation for all called workers.



**B. Full Time Worker:** one who is hired to work all year (12 months) for a minimum of 8 hours a day, 5 days a week.

**C. Part Time Worker:** one who is hired to work less than full time.

**D. Substitute Worker:** one who is hired to work temporarily to replace another absent worker. All preschool substitutes must complete the required Florida Childcare training in order to receive compensation as a substitute.

**E. Volunteer:** one who works without compensation intermittently in the office or classroom to assist the other workers.

### **STAFF EXPECTATIONS**

*All staff shall meet the educational requirements as outlined on the Timeline for Meeting Teacher Qualifications, per ACSI accreditation requirements. This outline is attached at the end of the manual, and shall inform the future hiring process for preschool.*

#### **A. Early Childhood Director**

The director will manage the operation of the preschool and assume the role of leadership.

##### **Qualifications**

- Pass background-screening requirements for the State of Florida.
- Be at least 21 years of age.
- Be able to lift and carry preschool age children and needed supplies; to sit on floor, stand, walk, bend, kneel and reach throughout the day; to see, hear and speak with accuracy in caring for children and communicating with adults; to communicate through reading and writing with adults and children; to hear alarms.
- Be free from symptoms of illness or communicable disease that may be transmitted through normal contact. Be physically able to work with children and able to operate a motor vehicle.
- Have obtained a Bachelor's Degree in Early Childhood Education and a minimum of 9 college credit hours in administration/business, or its equivalent. (Please see p. 25 Timeline)
- Hold a Director Credential from the State of Florida.
- Be certified in CPR and First Aid.
- Be a called worker and serve under the guidelines established by the Congregation for all called workers.
- Have Synodical certification or be actively pursuing Synodical certification as a WELS early childhood teacher.
- Have a clear understanding of the distinction between Law and Gospel.
- Be actively involved in spiritual growth activities.

##### **Accountability**

- Be directly accountable to the Council of Ministry under the oversight of the school principal.

##### **Responsibilities**

###### ***General***

- Implement the School and Preschool mission, vision and philosophy statements within the total program.
- Ensure that all policies and procedures are implemented.
- Ensure the preparation and updating of Parent and Staff Handbooks and forms.
- Be responsible for the day-to-day operation of the program.
- Plan a yearly and monthly calendar.
- Schedule at least 10 hours a week for the exclusive purpose of carrying out Director responsibilities.
- Maintain current and confidential record keeping.
- Maintain compliance with laws and regulations governing the Preschool facility and its operation.
- Submit monthly reports to the Council of Ministry detailing Preschool enrollment and other significant issues.
- Submit a yearly evaluation of the Preschool and yearly report to the Council of Ministry.
- Meet professional growth requirements.

- Participate in professional evaluations or assessments.

### ***Property***

- Ensure proper maintenance, cleaning and repairs of facility.
- Coordinate the purchase, inventory and maintenance of furniture, equipment, materials and supplies.

### ***Public Relations***

- Support positive communication and Christian relationships between Director, parents, teachers, congregation, and community.
- Confer with any parent, teacher, or congregation member who expresses a complaint or concern.
- Be a resource for teachers, parents, and children.
- Maintain networking with other childcare professionals.
- Help establish and maintain recruitment procedures.
- Help to prepare brochures, flyers, and business cards.

### ***Financial***

- Assist the Council of Ministry in preparing the preschool budget.
- Keep an account of income and petty cash expenses in line with the budget.
- Ensure the collection and recording of extended care payments or any miscellaneous charges. (e.g., field trips)

### ***Personnel***

- Recommend hiring teachers and assistants to the Council of Ministry
- Facilitate recruiting, process applications, interview, check references, get background checks and provide orientation for new teachers.
- Schedule teacher work hours and requests for leave, maintaining teacher-child ratio.
- Arrange for and train substitutes and volunteers.
- Plan and implement a program for the spiritual and professional growth of the teachers.
- Supervise teachers by conducting meetings and performance reviews.
- The director must lead and participate in all field trips.

### ***Children and Their Families***

- Communicate registration and enrollment procedures.
- Prepare and provide Christ-centered, age-appropriate curriculum guidelines for the program keeping the safety and education of all children a priority.
- Plan and implement a safety program including fire and disaster drills, and keep records.
- Ensure that accurate records are kept and correct procedures are followed to protect the health and safety of children.
- Communicate with Parents to keep them accurately informed about their child and the program.
- Coordinate special programs or services.

## **B. Early Childhood Lead Teacher**

A lead teacher will be responsible for the nurture, safety and education of the children in her classroom. This may include the supervision of other staff.

### ***Qualifications***

- Pass background-screening requirements for the State of Florida.
- Be at least 21 years of age.

- Be able to lift and carry preschool age children and needed supplies; to sit on floor, stand, walk, bend, kneel and reach throughout the day; to see, hear and speak with accuracy to care for children and communicate with adults; to communicate through reading and writing with adults and children; to hear alarms.
- Be free from symptoms of illness or communicable disease that may be transmitted through normal contact. Be physically able to work with children and able to operate a motor vehicle.
- Hold the credential (45 hours and a CDA, or equivalency) required by the State of Florida to teach in a licensed childcare center.
- Hold the minimum of an AA in Early Childhood Education from an accredited institution, or be working toward this degree, and continue this education with the goal of obtaining a BA in Early Ed. (Please see p. 25 Timeline)
- Have the necessary Florida Department of Children and Families Childcare Training Transcript.
- Be certified in CPR and First Aid.
- Be an active member of a WELS or ELS congregation
- Be hired by the congregation and serve under the guidelines established by the Congregation.
- Be actively pursuing further educational credentials with the goal of receiving Synodical certification as a WELS early childhood teacher.
- Have a clear understanding of the distinction between Law and Gospel.
- Be actively and publicly involved in spiritual growth activities and worship.
- Be able to accept leadership role in the Director's absence.

#### VPK Lead Teacher

The pre-kindergarten provider must have, for each pre-kindergarten VPK class, at least one pre-kindergarten instructor who holds, at a minimum, one of the following credentials:

- A bachelor's or higher degree in early childhood education, pre-kindergarten or preschool education;
- An associate's or higher degree in child development;
- An educational credential approved by the Department of Education as being equivalent to or greater than the educational credential described above.

#### **Accountability**

Be directly accountable to the Preschool Director or designee.

#### **Responsibilities**

##### ***Professional***

- Be aware of and comply with all personnel, center, and program policies.
- Refer all financial and enrollment matters to the director.
- Be knowledgeable of licensing regulations and report any violations of license to the director immediately.
- Meet professional growth requirements.
- Participate in professional evaluations or assessments.
- Participate in teacher meetings.
- Participate in all school and after school functions of the preschool.
- Be on time.
- Keep time card daily.
- Check personal mailbox, bulletin boards, and any other means the Preschool uses to communicate between staff daily and more often if necessary.
- Follow procedure for opening and closing the Preschool (lock/unlock doors and windows, adjust thermostat, turn off equipment, etc.).
- Accept other duties as assigned.

##### ***Ministerial***

- Clearly articulate the mission of the Preschool
- Promote Christian attitudes and relationships among staff, parents, and children at all times.
- Be actively and publicly involved in spiritual growth activities.

**Property**

- Keep a list of consumable supplies and arrange for replacement as needed.
- Inform the director concerning needed repairs.
- Ensure the completion of general housekeeping tasks.

**Public Relations**

Assist in preparation of newsletter, calendar, and other means of communication with parents.

**To other Teachers/Staff**

- Be able and willing to work as a Christian team member.
- Give guidance and assistance to Assistant Teachers.
- Provide written guidelines for Substitute Teachers and Volunteers.
- Inform director concerning parent communication, problems, and concerns.

**To Parents**

- Greet parents entering and leaving classroom.
- Speak positively to parents concerning the Preschool and all children.
- Report positively to parents about their child's daily experiences and development.
- Work together with parents always taking the best interest of the child into account.
- File all parent correspondence and record significant conversations with parents.

**To Children**

- Conduct a brief health check as you greet children entering the classroom.
- Be responsible for children's whereabouts at all times.
- Provide first aid and care for ill children.
- Strive to meet the needs of each individual child.
- Discuss children's strengths and needs with the Director.
- Develop, plan, implement and evaluate the curriculum in accordance with the mission and philosophy of the preschool.
- Keep up-to-date records (i.e. child's log and developmental checklist, attendance, medical/accident/incident forms and log).
- Establish a consistent daily routine.
- Keep a written plan of daily class activities.
- Set up and maintain a safe, calm, secure, organized and appropriate environment for young children.
- Set limits which are clear, well defined and consistently enforced.
- Ensure the preparation of needed materials and supplies.
- Ensure the proper set up and clean up for snacks.

**C. Early Childhood Assistant Teacher:**

An assistant teacher will work under the direction and supervision of a lead teacher to provide a nurturing, safe and educational classroom environment for all children in her care.

**Qualifications:**

- Pass background-screening requirements for the State of Florida.
- Be at least 18 years of age.
- Be able to lift and carry preschool age children and needed supplies; to sit on floor, stand, walk, bend, kneel and reach throughout the day; to see, hear and speak with accuracy to care for children and communicate with adults; to

communicate through reading and writing with adults and children; to hear alarms.

- Be free from symptoms of illness or communicable disease that may be transmitted through normal contact. Be physically able to work with children and able to operate a motor vehicle.
- The assistant teacher must complete the 45 hours required by the State of Florida to teach in a licensed childcare center.
- The assistant teacher must obtain the minimum of a state/nationally recognized competency credential. Once obtained, education shall continue in pursuing the minimum of an AA in Early Childhood Education from an accredited institution. (Please see p. 25 Timeline)
- Have the necessary Florida Department of Children and Families Childcare Training Transcript.
- Be certified in CPR and First Aid.
- Be Christian by affirmation of faith and example.
- Be an active member of a WELS/ELS congregation OR complete all sessions of Pastor's Bible Information Class AND agree to demonstrate and practice only the Biblical teachings of the Wisconsin Evangelical Lutheran Synod.
- Have a clear understanding of the distinction between Law and Gospel.
- Be able to accept leadership role in the Lead Teacher's absence.
- Be a part time worker.

#### **Accountability:**

Be directly accountable to the lead teacher or designee.

#### **Responsibilities:**

##### ***Professional***

- Be aware of and comply with all personnel, center, and program policies.
- Refer all financial and enrollment matters to the Director.
- Be knowledgeable of licensing regulations and report any violations of license to the Director immediately.
- Meet professional growth requirements.
- Participate in self-evaluations or assessments.
- Participate in teacher meetings.
- Participate in after school functions of the preschool.
- Be on time.
- Log time sheet daily.
- Check personal mailbox, bulletin boards, and any other means the Preschool uses to communicate between staff daily and more often if necessary.
- Follow procedure for opening and closing the Preschool (lock/unlock doors and windows, adjust thermostat, turn off equipment, etc.).
- Accept other duties as assigned.

##### ***Ministerial***

- Clearly articulate the mission of the Preschool
- Promote Christian attitudes and relationships among staff, parents, and children at all times.
- Be actively involved in spiritual growth activities.

##### ***Property***

- Assist in keeping a list of consumable supplies so that they may be replacement as needed.
- Inform the Director concerning needed repairs.
- Perform general housekeeping tasks.

##### ***Public Relations***

Assist in preparation of newsletter, calendar, and other means of communication with parents.

##### ***To other Teachers/Staff***

- Be able and willing to work as a Christian team.

- Discuss children's strengths and needs with the lead teacher.
- Give guidance and assistance to substitute teachers and volunteers.
- Inform lead teacher concerning parent communication, problems, and concerns.

#### ***To Parents***

- Greet parents entering and leaving classroom.
- Speak positively to parents concerning the Preschool and all children.
- Report positively to parents about their child's daily experiences and development.
- Give all parent correspondence and communications to lead teacher.
- Report significant conversations with parents to the Lead Teacher.

#### ***To Children***

- Conduct a brief health check as you greet children entering the classroom.
- Be responsible for children's whereabouts at all times.
- Provide first aid and care for ill children.
- Strive to meet the needs of each individual child.
- Discuss children's strengths and needs with the Lead Teacher.
- Assist in developing, planning, implementing, and evaluating the curriculum in accordance with the mission and philosophy of the Preschool.
- Assist in keeping up-to-date records (i.e. child's log and developmental checklist, attendance, medical/accident/incident forms and log).
- Help to keep a consistent daily routine.
- Assist in keeping a written plan of daily class activities.
- Help maintain a safe, calm, secure, organized and appropriate environment for young children.
- Help set limits that are clear, well defined and consistently enforced.
- Prepare needed materials and supplies.
- Assist with proper set up and clean up for snacks.

#### **D. Substitute Staff:**

A substitute is one who works temporarily to replace another staff member, either a lead teacher or an assistant teacher. Substitutes may be on a volunteer (unpaid) basis, or may be hired for the time they are substituting. In order to be paid, preschool substitutes must have, or be in the 1 year process of achieving, the 45 hour state credential.

#### **Qualifications**

- Pass background-screening requirements for the State of Florida.
- Be at least 18 years of age.
- Be able to lift and carry preschool age children and needed supplies; to sit on floor, stand, walk, bend, kneel and reach throughout the day; to see, hear and speak with accuracy to care for children and communicate with adults; to communicate through reading and writing with adults and children; to hear alarms.



- Be free from symptoms of illness or communicable disease that may be transmitted through normal contact. Be physically able to work with children and able to operate a motor vehicle.
- Hold the credential (45 hours or CDA) required by the State of Florida to teach in a licensed childcare center.
- Have completed level 2 background screening.
- Be certified in CPR and First Aid.
- Be Christian by affirmation of faith and example.
- Be an active member of a WELS/ELS congregation.
- Have a clear understanding of the distinction between Law and Gospel.
- Be able to accept leadership role in the Lead Teacher's absence.

#### VPK Lead Teacher substitute:

A substitute instructor assigned to a VPK class in a school-year program must successfully complete one or more of the following before instructing the class:

- An associate's or higher degree in any field of study;
- A 40-clock-hour introductory course in child care for child care personnel of a child care facility which is approved by the Department of Children and Family Services
- Any qualifying credentials listed under VPK Lead Teacher (see page 11)

If a temporary non-credentialed VPK lead teacher is the substitute, notify the Early Learning Coalition of the Nature Coast. If a temporary non-credentialed VPK lead teacher substitutes for 10 consecutive days, then an ELCNC-13 VPK Non-credentialed substitute teacher report shall be filed with the Early Learning Coalition for that teacher.

#### **Accountability**

Be directly accountable to the lead teacher or designee.

#### **Responsibilities**

##### ***Health and Safety***

- Use daily attendance sheets.
- Complete daily health checks.
- Know location of Emergency Folder.
- Have information on children with special needs.
- Supervise and assure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Know location of Medication/Incident/Accident forms, Log Book, First Aid kit.
- Know what to do in case of illness.
- Follow universal precautions and hand washing procedures.
- Locate emergency numbers and procedures posted by all telephones.
- Locate allergy list posted in classroom and hallway.
- Complete general housekeeping chores keeping classroom and bathrooms clean, neat and orderly.

##### ***Teaching***

- Follow daily routine.
- Prepare and set up needed supplies and materials.
- Write observational notes about children in the classroom for the absent teacher's reference
- Know where children put backpack, lunches, papers and items to go home.
- Handle discipline promptly and in accordance with preschool discipline policy.
- Know extra clothes are kept in the cubbies and backpacks
- Know supplies are in classroom closet.
- Bring playground basket, water bottles, phone, and class list when going outside.

##### ***Communication:***

- Speak positively to parents. Refer questions/concerns to the Director.

- Be familiar with parent communication center.
- Be familiar with staff communication center.
- Relay information to Teacher or Director.

### **Orientation**

- Introductions, tour of building
- Review Staff Handbook paying particular attention to discipline, personal behavior and appearance and Center Policies
- Fill out
  - time card
  - W-4
  - I-9 form
  - employment application
  - Affidavit of Good Moral Character
  - Declaration of Moral Integrity
  - level 2 background screening
  - local sheriff's department check
  - employment history check
  - child abuse and neglect statement.
- Director completes documentation of position and date of employment, training verification (45 hours, CPR & first aid), employee in-service training record, background screening and personnel file requirements

### **Supplies needed**

- substitute description and duties
- clipboard
- class list
- songs/prayers for the week
- child information data base (ages, parents names)
- lesson plan
- daily routine
- note paper to record information to be relayed to parent, teacher or Director and "to do" items to be completed later

### **E. Volunteers:**

A volunteer is one who works intermittently in the office or classroom to assist the other workers. A volunteer works under the direction and supervision of another worker. A volunteer is not left alone with children without Level 2 background screening on file.

### **Qualifications**

- Be Christian by affirmation of faith and example.
- Non-family volunteers should be an active member of a WELS/ELS congregation.
- Have a clear understanding of the distinction between Law and Gospel.

### **Accountability**

- Be directly accountable to the director.

### **Orientation**

- Introductions, tour of building
- Understand the need for confidentiality.
- Be familiar with attendance procedures and arrival / departure routine.
- Be familiar with daily routine.
- Be familiar with parent communication center.
- Have necessary information on children's needs.
- Know where children put backpack, lunches, papers and items to go home.
- Know extra clothes are kept in the cubbies.
- Know supplies are in closets.
- Know applicable licensing regulations and Preschool policies.
- Understand universal precautions and hand washing procedures.
- Know location of First Aid kit.
- Locate emergency numbers and procedures posted by all telephones.
- Locate allergy list posted in classroom and hallway.
- Know how to operate fire extinguisher.
- Understand the need to keep dangerous material out of children's reach.
- Review child abuse and neglect information.

### **Responsibilities**

- Help guarantee the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group.
- Communicate clearly and positively with children, giving them undivided attention.
- Help complete general housekeeping chores.
- Help prepare classroom materials.
- Speak positively to parents. Refer all questions/concerns to the Director.

## **13. CONDITIONS OF WORK**

**A. Hours:** An agreement will be reached prior to employment on the hours to be worked by each staff. Working hours for school days are between 8:00 a.m. and 1:00 p.m. However, there may change for field trips, staff meetings or special circumstances. Check the calendar for this information and be on time.

Preschool staff will be expected to participate in activities outside of the usual Preschool day. These activities will include but not be limited to singing in church and special programs, parent conferences, meetings, and staff development.

**Teacher In-School Time:** Lead Preschool Teachers are to be present at school no later than 15 minutes prior to the start of the school day and must be available after school for any consultations with parents and/or other staff members. The teaching ministry requires much preparation and planning to be effectively carried out. Teachers are trusted to plan and use their time during the week and weekends to be adequately prepared to do the Lord's work every day.

**Teacher Summer Responsibilities:** The summer break is a time away from the rigors of the regular school year. It is a time to relax and be refreshed, but at the same time is not exempt from certain responsibilities. All lead preschool teachers are expected to work part-time at school during the summer months. This time is to be spent in post-school in-service meetings, inventorying, general clean-up, putting together student files, and other responsibilities. Teachers are expected to work full time during the 2 weeks prior to the school year in classroom preparations, staff meetings, home visits and general preparations for the upcoming school year. The summer months are also an excellent time for teachers to pursue continuing education.

**B. Time Sheet:** Though each staff person is paid salary according to the school year, time sheets will need to be completed on a daily basis for your employment history here. Please fill out daily and keep in the staff folder.

**C. Pay Periods:** Staff will be paid on the 15th and 30<sup>th</sup> of each month as per individual staff contracts.

**D. Salary:** The salary schedule will be set by the Council of Ministry. Wages will be based upon the level of responsibility, education and experience.

**E. Workers Compensation Insurance:** All staff have Workers Compensation Insurance.

**F. Time Off:**

**Scheduled time off:** It is expected that staff will schedule personal appointments during non-school hours; however, if staff need to schedule days off during the school year for special occasions, please inform the Director as soon as possible so that a substitute may be secured for that time. \*\*

**Unscheduled time off:** If staff are ill and cannot come to work, please notify the Director the night before if possible, or at 6:00 a.m. the morning you are unable to come to work. Be sure that you speak in person with the Director (do not leave a voice mail).

**G. Responsibilities Beyond the Preschool Day:**

Staff hours for responsibilities beyond the Preschool day according to the following guidelines:

- Time spent in state required 45 hour classes or CDA classes will be paid upon completion of these classes (when exams have been completed), providing that the classes were taken after employment began, and with the approval of the Director.
- Time spent in state required continuing education or CPR / First Aid classes will be unpaid. Staff will be reimbursed for the tuition or fee paid for these classes upon successful completion when pre-approval is received from the Director.
- When staff chooses to take continuing education classes, pre-approval from the Director is required for staff to be reimbursed for tuition or fees upon successful completion of the class. Staff will not be paid for time spent in these classes.
- Every staff member will be required to attend Preschool staff meetings. These meetings may be scheduled during extended care naptime, or after school hours. Meetings will last approximately 1 -2 hours.
- Staff will be required to attend special events of the Preschool, including but not limited to singing in church on Sundays, Christmas and Easter Services, the preschool play, graduation. Staff will not be paid for assisting/supervising with the children at special events.

**H. Leave of Absence:** Written request for a leave of absence is to be submitted to the Director for consideration by the Principal in conjunction with the Council of Ministry. All leaves will be unpaid.

**I. Sickness:** Any staff who is ill 3 or more consecutive days will need to present a letter from a physician stating their illness and a release to resume work. This is to help ensure that the physical well being of the children and other staff is protected.

**J. Use of Cell Phones:** All cell phones are to be silenced during work hours; they may be kept on for emergency outgoing

calls only. Staff may be reached on the church/school phone in an emergency. Staff may request permission from the Director to use the phone when necessary. Exceptions to this policy may be granted on a limited basis at the discretion of the Director.

**K. Probation:** All hired staff will be subject to a probation period of 90 days from the start date of employment. During and up to the end of the probation period the Director through the BOCE may terminate an employee for any reason as determined.

**L. Resignation of Employment:** Staff must submit a written letter of resignation at least 2 weeks in advance when voluntarily ending their working relationship with the Preschool. Staff resigning from the Preschool are entitled to full pay up to the moment of resignation. All Preschool materials must be returned to the Preschool by the staff.

**M. Termination of Employment:** Automatic termination of employment will occur for the following offenses:

- Failure to demonstrate and practice the teachings of the Wisconsin Evangelical Lutheran Synod.
- Failure to follow the policies of the Preschool.
- Failure to comply with Florida laws and regulations Chapter 65C-22 Florida Administrative Code Child Care Standards July 14, 2003 & Florida Statutes 402.26-402.39 (2003).
- Falsification of any information.
- Conviction of sexual crimes involving children or child abuse or neglect.
- Violation of any part of the discipline policy.
- Use of alcohol or controlled substance during work hours.
- Excessive and/or unexcused absences.

No notice is required when dismissing staff for any reasons. Dismissed staff will be paid for hours worked up to the moment of dismissal.

**N. Grievance Procedure:** The goal of the Preschool will be to resolve all conflict so that God-pleasing peace and harmony may prevail. Follow Matthew 18:15-17. The first step in a conflict situation will be to seek to resolve the matter quickly and privately between the members involved. This includes relationships among staff members, between staff and parents, and between staff and/or parents and Director. All unresolved grievances should be brought to the attention of the Director. If the situation is not satisfactorily resolved, it will be brought to the attention of the Council of Ministry either by the Director or in writing by the staff or parent.

**O. Disciplinary Procedure:** Any violation of Preschool policy not named above will be dealt with in the following manner:

1. There will be a meeting between the staff and the Director to state the violation and rectify the situation. This meeting will be documented and kept in the staff file.
2. If the violation occurs again, the Director will speak to the staff and bring the matter to the attention of the Council of Ministry.
3. The third occurrence is cause for dismissal.

**P. Personal Behavior and Appearance:** Appearance, speech and actions reflect directly upon the staff and the Preschool. Staff can make friends for the Preschool by their attitude in approaching their daily duties on the job as well as during off-duty hours. Therefore courtesy, helpfulness, promptness, and an attitude of friendliness all done in a consistent Christian manner are essential of all staff.

Be prepared for your day in the classroom by proper planning and gathering materials ahead of time. Take care of personal needs on personal time. Limit personal phone calls to those that are absolutely necessary.

The personal dress and grooming of Christian teachers should reflect their calling and position. They are shepherds of the flock and should lead by example. Teachers of Precious Lambs and St. Paul's should realize that jeans, shorts, t-shirts, etc. are only permissible on school spirit days, field trips, or special occasions. Clothing, hairstyles, and overall appearance must be neat, clean, modest and in good taste at all times. All should be appropriate for working with

children, parents and the public. Avoid shirts and tops that expose cleavage when sitting or bending. Be professional. All preschool staff will wear Precious Lambs Preschool T-shirts on field trip days.

All foot wear needs to fit securely on your feet and have non-skid soles. Flip flops and thongs are not allowable footwear.

No staff may smoke in the building, on the playground or within sight of children.

**Q. Provision of Services:** All staff are employed to provide childcare services on behalf of Precious Lambs Preschool and St. Paul’s Lutheran Church. The staff shall not provide said services in competition with the Preschool.

**R. Confidentiality:** Children’s records are open only to the teacher, the Director, an authorized employee of the licensing agency, or the child’s parent or legal guardian.

The Preschool has obtained information about children necessary for enrollment. The staff shall preserve the confidential nature of all information of which knowledge was obtained as a result of employment at the Preschool and shall not use any of it for their own benefit or purposes or disclose any of it to others, either during employment or thereafter, except with written consent of the Preschool. Staff shall respect children and families’ privacy. Keep all information discussed concerning children and their families confidential. Pertinent information needs to be discussed with the Director and/or reported to the proper authorities. Staff motivation for discussing children must be for the benefit of the child and on a need to know basis.

Staff personnel records are open only to that staff member, the Director, or an authorized employee of regulating agencies.

**14. STAFF DEVELOPMENT**

**A. Orientation:** During the first week, or prior to the start of the school year, new employees will complete an orientation with the Director explaining all policies. The Director and teacher may meet additional times to review information and address questions.

**B. Performance Review:** All staff will be on probation for a period of 90 days. At the end of that period, the Director and staff will meet to discuss the staff’s attitude and performance. If at that time the Director is satisfied that the staff is suited for the position, they will be placed on a permanent schedule. In the event that the Director is not satisfied that the staff is suited for the position, the staff will be terminated.

Staff will be evaluated at least once a year. This evaluation will take place at the end of the school year, and shall be a composite of the parent evaluation of the program, the Director’s assessment and the staff’s self-assessment.



**C. Spiritual Growth:** As part of their love for Christ and commitment to Christian education, staff will want to be involved with weekly public worship and Bible study, as well as schedule time for their personal daily devotions and prayer. Staff will also meet twice weekly for devotional time before the school day begins.

**D. Professional Growth:** Each staff member is required by the State of Florida to complete 12 hours of continuing education per year between July 1-June 30. The staff file will include documentation of continuing education. See **Responsibilities Beyond the Preschool Day** (p.16) for information on pay and reimbursement.  
(3 college credits = 4.5 CEU's = 45 clock hours)

**E. Staff Meetings:** Twice monthly staff meetings will be held to discuss the Preschool operations, to provide spiritual growth and educational training, to build the team, and to discuss any Director or staff concerns.

## **15. CENTER POLICIES: CHILDREN AND FAMILIES**

### **A. CHILD ORIENTATION**

Staff will need to spend extra time with a new child the first few days. Get to know them, and seek to connect them with the other children. Hopefully, the parent and child have had a chance to spend some time at the Preschool together before the parent leaves the child on that first day.

Let the children know what is going to happen next. Our goal is to make the transition from home to the Preschool as comfortable as possible for the child and family.

### **B. CHILDREN WITH SPECIAL NEEDS**

Children with special needs will be admitted on an individual basis. The Preschool will make reasonable

accommodations that are affordable and do not adversely affect the quality of the program or the safety of the other children. The Preschool needs to be able to provide care for the child that is safe and appropriate while guaranteeing the continual, quality care of all the children enrolled.

The Preschool will need copies of records and reports of previous evaluations and educational plans and to consult with parents and other professionals concerning the child's particular needs. All staff who will be working with the special needs child will be involved in an orientation program before the child is included in the classroom to ensure that the child will be comfortable and successful.

### **C. STAFF CHILD RATIO**

It is the responsibility of the staff to keep the Director informed of the number of children and staff in their room. Proper ratios must be maintained at all times.

### **D. STATEMENT OF NON-DISCRIMINATION**

All children are welcome to enroll without reference to race, religion, national or ethnic origin or gender.

### **E. ADMISSION**

Precious Lambs Preschool is a school-year preschool program for all children who are at least three years old and who are fully toilet-trained and self-sufficient in the bathroom. (This means no pull-ups or diapers will be worn during the Preschool program)

*All children will be enrolled for a probationary period of six weeks. If after six weeks there are no reasons to exclude them from attendance, they will be fully admitted.*

Children shall be enrolled for the school year term on a first-come, first-served basis.

### **F. EXCLUSION**

Following are reasons a child may be excluded from admission or attendance in the preschool program:

- The child appears ill, overtired, or unable to participate in the daily program.
- Child is not developmentally ready for the preschool curriculum or routine.
- Child is not toilet trained.
- Preschool cannot meet the needs of the child with reasonable accommodations.
- Parents do not observe the policies outlined in the Preschool Parent Manual, Parental Agreement, VPK Agreement or St. Paul's Parent-Student Handbook.
- Non-payment of fees.

#### **Procedure for temporary exclusion:**

- Parent will be asked to take an ill child from the Preschool immediately if present, or within one hour of notification if not present.
- Director will inform the parents verbally or in writing concerning the reason for the exclusion, the date exclusion will begin and the conditions necessary for the child to return to Preschool. There will be no adjustment in tuition.

#### **Procedure for permanent exclusion:**

Children who, in the professional opinion of their teacher and the Director or school principal, exhibit behavior

- which is physically harmful to other children; or
- which causes willful or malicious damage to the school or school property; or
- which is unreasonably disruptive of the daily program; or
- which exhibits disrespect toward adults; or
- which shows willful disregard for the morals and conventions of a Christian school may be subject to, but in extreme cases not limited to:
  1. Notification of parents by the Director or principal.
  2. A one day suspension with notification of the parents.

3. A three day suspension **and** a mandatory conference with the parents if the problem continues.
4. Permanent expulsion from the school if the problem continues. This will be after review of the case by St. Paul's Board of Christian Education. The parents shall be required to be at this review or the child will automatically be expelled from the preschool.

is policy has been adopted to maintain a healthy Christian atmosphere within our preschool. It also aims to promote the best possible environment for learning and teaching. Any severe case may directly lead to expulsion. If the child is permanently excluded, unused tuition will be refunded.

#### **G. CONFIDENTIALITY**

Children's records are open only to the Teacher, the Director or Principal, an authorized employee of the Department of Children and Family Services, an authorized employee of ACSI, or the child's parent or legal guardian. Information parents share with the Director or Teacher will be kept confidential. Only pertinent information will be reported to the necessary authorities.

#### **H. DAILY ATTENDANCE (Sign In/Out)**

**Sign in/out:** Every child must be signed in and out each day by the parents or another authorized adult.

#### **VPK Attendance Policy Requirements:**

Parents of VPK students understand that in order for their child to participate in Precious Lambs Preschool VPK Program, they are required to:

- have their child in attendance at the preschool at least one program day per calendar month, or their child will be suspended from VPK services.
- limit their child's absences to those allowed by Florida Administrative Code.
- provide written documentation after every absence, including the date(s) and reason for the absence.
- have their child in regular daily attendance during the program hours established by the preschool.
- bring their child to preschool between 8:00 and 8:15 AM and pick up their child no later than 12:15 every day.
- verify, each month, their child's VPK attendance during the previous month.
- purchase a Precious Lambs T-shirt for their child to wear while on school field trips.
- abide by the dress code as written in the preschool's Parent Manual.
- attend all scheduled Parent-Teacher conferences.

Every child must be signed in and out each day by the parents.

Parents of VPK children will need to sign the Student Attendance and Parental Choice Certificate monthly.

#### **I. DAILY ATTENDANCE (Attendance Sheet)**

Staff must keep a record of daily attendance recording the time of arrival and departure of each child. This attendance sheet is to be up-to-date at all times and be with the staff at all times. Staff is responsible for the whereabouts of all children in their class at all times.

#### **J. ABSENCES**

It is the parent's responsibility to notify the Preschool as soon as possible when a child is going to be absent. If a parent fails to call the teacher by 9:00 AM, it becomes the teacher's responsibility to call the parent at that time to inquire about the child's whereabouts.

When a child returns to preschool following an absence, a written note from the parent is required excusing the child from Preschool. The note must include: the date written, the name of the child, the dates the child was absent, the reason for the absence, and the parent's signature.

#### **Tardiness**

It is very important for parents to have children at Preschool on time. Children who are late are missing part of the educational program. The time and the activity missed cannot be made up. Children who are enrolled in the VPK

program and who are excessively tardy may be dismissed from that program for failure to comply with the written attendance policy. However, the child could continue as self-paying.

#### K. DAILY DISMISSAL

For the children's safety, they will only be released to parents with legal custody or legal guardians. Children *will be released* to persons listed in writing on the emergency card when the parents give written or verbal (phone call) instruction to do so. Children *will be released* to persons not listed on the emergency card when the parents give written instruction to do so. Children *will not be released* to persons not listed on the emergency card when the parents give only verbal (phone call) instructions.

Teachers must know the adult or must see photo identification before releasing the child. Be sure that the pick up person comes with a license to identify themselves.

Teachers need to greet the person picking up the child at the end of the day. Be sure the child is safely back into the right hands and convey any necessary information.

If a parent or parent designee under the influence of alcohol or drugs comes to pick up a child, the teacher should ask the parent or parent designee for permission to call another person to pick up the child. If the parent or parent designee refuses to allow another person to be called to pick up the child and leaves with or without the child, the teacher must call 911 and report that the parent or parent designee is driving under the influence. The teacher should make every attempt to stall the driver from leaving with the child. If possible, identify the license plate number of the vehicle the parent puts the child into before calling the police.

#### L. PRESCHOOL HOURS

8:00	Doors Open		
8:30 a.m. - 12:15 p.m.	Monday through Friday	(PreK-4)	
8:30 a.m. – 12:15 p.m.	Monday, Wednesday, Friday	Mon./Wed.	Tues./ Thurs. (PreK-3)
12:15 – 3:15	Preschool Extended Care		

#### M. SAMPLE DAILY ROUTINE (Times and order may vary from year to year.)

8:00	Arrival	10:50	Large Group
8:30	Greeting Time	11:10	Story Time
8:45	Plan – Work – Clean Up - Recall	11:30	Outdoor Time
9:50	Snack Time	12:15	Dismissal
10:15	Bible Time		
10:30	Small Groups		

#### N. WHAT TO BRING

**NOTE:** Each child shall bring:

- **a complete set of extra clothing** including shirt, pants, socks and underwear in a ziplock bag with the child's name on the bag. Bring a **daily snack and drink in a lunch box with an ice pack**.
- **a school-age backpack** to carry belongings to and from Preschool, roomy enough to include a 2-pocket folder, snack container, water bottles, and extra clothing. The 2-pocket folder will be provided by the preschool and will be used to transport the monthly calendar, notes and papers to be brought to and from home. The teacher and parent are both expected to check these folders every day. Christ Light messages, newsletters and special notices are examples of items teachers may send home in the backpacks.
- an additional **drinking water bottle with a closable spout** and **labeled clearly with the child's name** each day to be taken to the playground. The bottle will be taken home daily to be washed and returned filled the next day.

- **Children shall not bring their own toys, play guns or money.** It is more difficult to teach children to share when the toy belongs to someone special. Action figures and toy weapons are never appropriate for preschool.

## O. WHAT CHILDREN WEAR

Preschool children need to wear clothes that are clean, comfortable, modest, and suitable for the weather. ***They must wear clothes that they can independently manage in the bathroom and are not concerned about when playing with messy materials.*** All children will go outside daily, weather permitting.

Children may not wear their caps, hats, mittens or sunglasses indoors, though these may be worn when we go outside. Necklaces, rings, bracelets, watches and earrings that are large, loose and dangling may present a distraction or a safety concern, and may be removed from the child at the discretion of the teacher.

Children need to wear socks and play shoes with non-skid soles (no sandals). Their shoes need to be safe for movement activities both inside and outside.

Teachers are expected to know the preschool dress code, and monitor it in each classroom, reminding parents of dress code requirements when necessary. Extra clothes are also available in the preschool closet in the event a child is not properly dressed for Preschool. It is the parent's responsibility to wash and return any clothes their children borrow from the Preschool.

Precious Lambs Preschool Dress Code:

- **Pants and shorts**
  - o No holes, patched or frayed edges
  - o Regular fit: no form-fitting or baggies
  - o Shorts must be of conservative length using a fingertip length guideline
  - o Pants and shorts must fully cover the buttocks area
  - o No belts that cannot be managed independently by the child
- **Shirts and blouses**
  - o Long enough to cover the midriff
  - o Patterns, designs and emblems allowed
  - o No advertising, logos, or commercial interests allowed, with the exception of St. Paul's/Precious Lambs T-shirts, which are allowed
  - o Must have sleeves
  - o Sweaters and sweatshirts may be worn on cool days
- **Skirts and dresses**
  - o Conservative length (fingertip guideline)
  - o No slits or open backs
  - o Must have sleeves
  - o Girls must wear shorts or leggings under their skirts and dresses to cover their underwear
- **Shoes and socks**
  - o Socks must be worn with shoes
  - o Shoes should have non-skid soles, safe for inside and out
  - o Shoes must be of a style that stays on the foot while running and active – NO SANDALS, CROCS, OPEN-TOED, or OPEN-BACK shoes
  - o Shoes must cover the entire foot (example: sneakers)



All parents are required to purchase a Precious Lambs T-shirt for use on special days. T-shirt purchases are made available soon after the school year begins.

## P. LUNCH AND SNACKS

The **daily morning snack will be provided by the parent.** The child needs to bring a snack of at least two food groups that meets USDA requirements. (Refer to the USDA guidelines in this handbook for those requirements.) Snacks need to be in a lunch box or insulated bag (not a paper or plastic bag) with an ice pack inside for proper storage. Lunch boxes are to be placed in the child's cubby in their locker in the hallway.

*Candy, gum and soda are never allowed as snack time foods. These will not be consumed at school, and shall be returned home with a child. A child's snack may not regularly consist of foods such as donuts, cakes, pastries or cupcakes.* Teachers will speak with parents about their responsibility to provide children with healthy snacks.

*Snacks will include these types of nutritious foods:*

fruit	cereals	crackers	muffins	granola bars
fruit juice	bread	vegetables	milk	trail/granola mix
popcorn	jello	pudding	raisins	cheese
yogurt	pretzels	sandwiches		cookies (sparingly)

**Food Allergies:** In the case of severe food allergy in a child, we will require for the safety and welfare of that child that no children in Preschool will bring a snack containing the offending food.

**Lunch during Extended Care:** Lunch will be supplied by the parent. The child needs to bring a lunch that meets USDA requirements. USDA guidelines are included in the Parent Manual. Lunches need to be in a lunch box or insulated bag (not a paper or plastic bag) with an ice pack inside for proper storage. Lunch boxes will be stored in each child's cubby.

#### ***Lunch and Snack Time: Teacher's Role***

This should be a relaxed time in which the teachers set a place at the table for themselves and eat with the children. Always model "good manners" and assist the children in serving themselves. This is a good time to chat, reviewing the events of the day and other topics of interest to the children. Teachers will plan topics of conversation for each day's snack time sessions.

A child's lunch and snack may not be shared with other children.

Children are to wash their hands before and after eating. (refer to hand washing procedure)

#### **Q. SPECIAL CELEBRATIONS**

The Preschool will provide a special snack for *every* child's birthday. Celebrations are special learning experiences for all children. Teachers will actively involve children in the plans as well as the preparation and clean up.

No one wants to knowingly disappoint a child. Therefore, we encourage parents to be very discreet when sending out birthday invitations to classmates. First names of children will be given out upon request. Invitations for classmates need to be given to teachers. The teachers will put the invitation in the children's folders to go home to parents.

Our Christmas and Easter celebrations will be centered on the true significance of these holidays for Christians. Jesus' birth will be the center of Christmas. Jesus' death and resurrection will be the center of Easter. On October 31 we will observe Reformation Day and celebrate the gift of God's Word. Teachers can show support of this policy by refraining from wearing clothing items or jewelry that display images which distract from the true meaning of each holiday.

#### **R. PHOTOGRAPHS/VIDEOS/TAPES**

Children are allowed to attend Preschool if the parents agree in writing, that their child may be photographed, audio taped, and videotaped for use within our Preschool either for educational, promotional or advertising purposes. However, teachers will do their best to respect the wishes of parents who do not want their child's picture or name publicized in connection with the Preschool, as much as it is within the teacher's control to do so.

#### **S. FAMILIES AS PARTNERS**



## **PROCEDURES**

### ***Records***

Each child's registration information should be kept updated. Be sure to let the Director know whenever parents give you a change of address, employment, phone number or emergency information. This information will then be updated in the child's permanent file and emergency information.

### ***Parent Policies***

Each parent receives and signs in writing that they agree to abide by the policies of the preschool. These policies are included in their copy of the Preschool Parent Manual. Complete extra copies of the Manual are available in the Preschool office for teachers' reference.

### ***Complaints, Grievances and Questions of Parents***

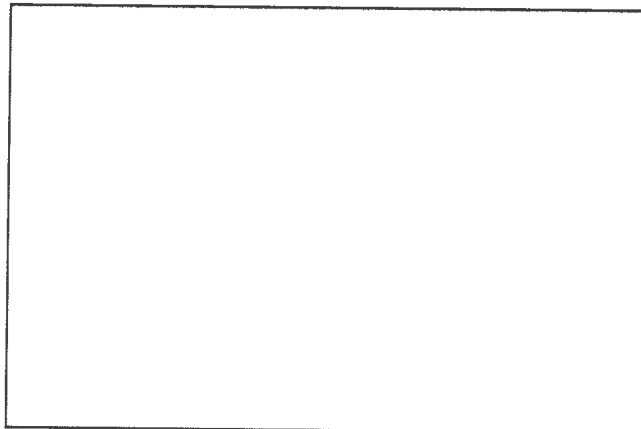
At times parents may have concerns or complaints. God's Word gives us guidance in how to handle these situations (Matthew 18 and I Corinthians 13). Parents are encouraged to:

- Speak first to the teacher with whom you have a concern or complaint before speaking with anyone else.
- If the issue has not been resolved, speak with the preschool director. If that does not resolve the issue, speak with the school principal.
- If you still feel that your issue is not resolved, speak with the Council of Ministry chairman.
- All requests to speak directly with the members of the Council of Ministry at one of their meetings in order to express a complaint or grievance must be submitted in writing to the Council of Ministry chairman at least one week prior to the next scheduled meeting of the Board. The written request should include the nature of the complaint or grievance along with specific times and dates when the previous steps were taken with the individuals who could not adequately resolve the problem.

Any preschool staff member who is aware of a parent's grievance which has not been properly addressed shall remind parents of this procedure.

Any questions parents have regarding enrollment, payments or school policy should be addressed to the preschool director. Questions involving the regular workings of the classroom or pertaining to a child's time in the classroom should be directed to the lead teacher in that classroom.

## **FAMILY INVOLVEMENT**



### ***God's Word***

The Gospel of Jesus as our only Lord and Savior is God's power to create faith and give forgiveness. The Gospel message of salvation through faith in Jesus Christ runs like a golden thread through our entire curriculum. Therefore, our Pastor teaches a brief Bible information class which explains the very basic teachings of the Bible, so that parents know what their children will be learning. All parents are encouraged to take advantage of this opportunity to learn about or review God's Word.

### ***Visiting the Preschool***

It is expected that parents will make an appointment to visit the Preschool with their child when they are considering enrolling their child. After children are enrolled however, parents are welcome to visit their children anytime at the preschool. The Preschool encourages parents to speak to their child's teacher and take advantage of this welcome in a manner that fits their individual schedule.

### ***Conferences***

Informal "chats" will be ongoing. Parents may request a conference at any time. However, parents will be invited to two conferences during the school year as scheduled on the St. Paul's/Precious Lambs school calendar. These conferences are for the purpose of discussing your each child's preschool progress and may take place at the home or preschool, whatever is more convenient for the parent.

### ***Home Visits***

The Preschool teachers will make every effort to visit each child in their home before that child starts school. There are many good reasons to do so, and all the stakeholders in the child's education benefit from these personal visits. The teachers are interested in each child's success. They are eager to build a relationship with parents, and connect with them in the shared interest of their child. Interacting with a child on his own turf gives teachers a better idea as to the child's interests and activities, which may then be incorporated into the program. Parents benefit by receiving information about things they want to know, such as what to expect the first week of school, information about coming events, and classroom routines. In all of this, children probably gain the most from these visits. They have a chance to get to know their teacher in the safety and familiarity of their own home, which then assists their transition into the classroom. The teachers usually take something for the child to bring back to school on the first day, which serves as a concrete connection to the program, and makes entering the classroom easier for the child.

### ***Singing in Church and Special Programs***

Dates for singing in church and other special programs have been scheduled throughout the school year, and these dates are available on the St. Paul's school calendar. All children are expected to be present when their class is singing. Parents should inform the teacher if this causes any hindrance to their faithful service of the Savior at their own church. All preschool staff should come early to be available to assist children during these events.

### ***Family Programs***

Throughout the year parents will have opportunity to attend regularly scheduled family programs. These will revolve around topics of interest concerning different aspects of family life, parenting, and education, and may include outside speakers, video presentations, and forum discussions. Input from parents will be sought regarding areas of need or interest by means of parent surveys. Teachers and assistants will attend these programs, and will be asked to help in a variety of ways, depending on specific needs.

### ***Field Trips and Special Days***

Educational and fun *field trips* are scheduled to take place throughout the school year. Parents will be notified in advance of each trip, and will then sign a permission slip for each individual trip. Parents are also invited to chaperone and help transport children on these days. Parents may make plans for their child to ride with other family members or friends. We look forward to having them join us on these outings.

Field trips take place on school days, and trips which are at a distance may extend beyond regular preschool hours. It is the responsibility of Preschool staff to attend and oversee each field trip; at times, teachers will also have to transport

and chaperone children. Field trips are planned with the purpose of enhancing the education and experiences of each child. This can be built upon later, back in the classroom. Field trips are also a time for preschool staff to interact with parents outside the school setting, and build those relationships. Teachers are encouraged to be proactive and intentional in doing so, and attempt to ensure that all children in attendance gain from the experience. Teachers will always need to take emergency folders and first aid kits along on each field trip.

The Preschool staff also plans and enjoys *Special Days* with the preschoolers and their families. Special Days activities celebrate holidays and other special times, and generally take place during school hours. Parents and immediate family members are always encouraged to join at these events. Preschool staff members help during the events of the Special Days, interact intentionally with parents, and assist with any clean up afterward.

### ***Volunteer***

There are many opportunities throughout the year for parents and church members to volunteer. Teachers and staff will be looking to identify skills and abilities parents have that may be utilized in a volunteer capacity. Parents/church volunteers do not need to be background screened in order to volunteer. However, those who are not background screened will never be allowed alone with any child except their own. Parents/church members who are willing and have the time to help are encouraged to speak to the Director about available opportunities. Volunteers are asked to sign a log of their volunteer time.

### ***Donations***

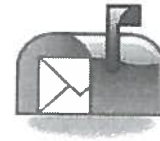
The preschool and St. Paul's Lutheran School accepts items including but not limited to: Box Tops for Education, Campbell's labels, aluminum cans, old cell phones, old ink cartridges and empty Capri Sun drink pouches which are recycled for funds that assist with non-budgeted needs.

The Preschool also accepts donations of quality toys and books, or donations of paper and other useable recyclable materials. Please ask us if we can use the item before bringing it to Preschool.

### ***Evaluation of the preschool***

Each year families will have opportunities to evaluate the Preschool program using short survey forms. Their feedback is essential. It lets us know what we are doing right, as well as things that need to be changed or improved.

## **HOME/SCHOOL COMMUNICATION**



### ***Family Communication Center***

At the entrance to the preschool are two bulletin boards. These are used to convey messages to parents on a daily basis. Preschool staff are expected to read and know the communication that parents are receiving.

Some of the items that will be posted include: weekly plans, special events, weekly newsletter, "good news" about exciting things that will happen or have happened, monthly calendar, sign-up sheets, etc.

### ***Backpack Communication***

Information for children will be put in a two-pocket folder to take home daily in their backpack. The teacher and parent are both expected to check these folders every day. Christ Light messages, newsletters, special notices and children's work are examples of items teachers can send home in the folders.

### ***Monthly Calendar***

At the beginning of each month parents will receive a calendar letting them know what is to come. A duplicate calendar will be secured in the child's folder for daily parent referral. Staff members may refer to the monthly calendar posted on the Family Communication Center board.

### ***Weekly Preschool Newsletter***

At the beginning of each week parents will receive the Preschool newsletter, *Lambs' Tales*. This weekly news will share with parents the words to songs and finger plays that the children are learning, and a recap of activities enjoyed the previous week. It will also indicate the new weeks' plans and coming events. Extra copies of the newsletter will be

included in each classroom for preschool staff to refer to. You should especially familiarize yourself with the songs and finger plays on the backs of the newsletters so that you may utilize these during transition times and at circle time.

### ***Weekly St. Paul's School Newsletter***

Each Wednesday parents and staff will receive the St. Paul's School Newsletter highlighting news of the entire school, including preschool. This newsletter will come to you either as a paper copy or online, according to your preference.

### ***Christ Light***

At the beginning of each week parents will receive a detailed explanation of the Bible story the children will be learning that week with a color picture and application ideas for parents to use at home.

### ***Children at Work***

Children's' photos or their artwork may be displayed in the classrooms or hallway. Videos and snapshots of children may be emailed to their families. Photos of preschoolers at work may also be posted on the St. Paul's website, [www.stpauls.edu](http://www.stpauls.edu).

### **Teachers:**

It is up to all teachers to maintain a professional and Christian relationship with our families. Teachers need to be helpful and friendly to all visitors and parents making everyone feel respected and welcome. Early childhood teachers are here to minister to the needs of young children and their families.

Parents want to be kept informed of their child's Preschool experiences by daily contact and periodic conferences. Keep our parents aware of what's happening via the Family Communication Center and our newsletters. Keep our displays in the Preschool and Church up-to-date.

Professional Christian educators are always eager to listen to concerns and comments from parents. Listen and understand what is being communicated, then respond in an honest, positive manner. Keep lines of communication open. Establishing a positive rapport makes it easier to approach a parent with a negative situation.

It is very important to let the Director know what parents are communicating to you. The Director is your best resource.

Refrain from comparing children. Refrain from publicly complaining about children. Always maintain confidentiality.

Continually let parents know that their child is safe and will be cared for in a personal, loving, Christian environment.

Be a resource by offering options that may serve as solutions. In all possible ways we need to meet parent's requests and answer their questions. We are here to encourage and assist parents in their God-given command to, "Bring your children up in the training and instruction of the Lord" (Eph.6:4).

### **T. EMERGENCY CLOSINGS**

The school may close due to bad weather or another emergency situation; all staff and parents will be notified when school sessions will resume. In the event of county wide weather closings, stay tuned to local television and radio stations for more information. Teachers are encouraged to call the parents or their students to communicate information during emergency school closings.

### **U. REPORTING CHILD ABUSE OR NEGLECT**

Anyone working in the Preschool who knows or has reasonable cause to suspect that a child has been abused, abandoned or neglected, is required by Florida law to contact the Department of Children and Families central abuse hotline (1-800-96-ABUSE).

All teachers are required to report this abuse regardless of who the suspected party is, even if it is a parent or co-worker. All information should be shared with the Director before making any calls. Do not discuss any part of the incident with

anyone other than the Director.

If a parent or parent designee under the influence of alcohol or drugs comes to pick up a child, the teacher should ask the parent or parent designee for permission to call another person to pick up the child. If the parent or parent designee refuses to allow another person to be called to pick up the child and leaves with or without the child, the teacher must call 911 and report that the parent or parent designee is driving under the influence. The teacher should make every attempt to stall the driver from leaving with the child. If possible, identify the license plate number of the vehicle the parent puts the child into before calling the police.

## **V. HEALTH AND SAFETY**

**a. Records:** Children must have an Application for Enrollment, Florida Certificate of Immunization (blue), and Student Health Examination (golden rod) on file no later than 30 days from their first day of attendance. Parents will give permission for the Director to share all medical information with all staff involved with the children on the Application for Enrollment.

**b. Allergies:** Doctors and parents will inform the Preschool of the child's allergies on the Student Health Examination form and the Application for Enrollment.

When a new child enters your class, review their file for any allergy information or special needs. A child allergy list will be posted inside the door of each classroom, and in the Preschool hallway. It is each staff's responsibility to be aware of each child's allergies and to follow the necessary guidelines.

### **c. Illness:**

It is in the best interest of children and staff for children to remain at home when they have symptoms of illness. Parents have the responsibility to call the Preschool when their child will be absent. If parents of an absent child have not called by 9 AM, the lead teacher in that child's class must call the parent. The Director needs to be notified of a child's absence and the reason for it as early as possible.

Some reasons for a child to remain at home or to be sent home are fever (100 degrees), vomiting, skin rash or sores, inflamed or swollen eyes, diarrhea, dark urine and/or gray or white stool, yellowish skin or eyes, cough, difficult or rapid breathing, stiff neck, sore throat, headache, or head lice. A child may return to the Preschool when they are free of symptoms for 24 hours and/or 24 hours after prescribed medication has begun. A child who has had head lice may return after treatment has removed all lice, lice eggs, and egg cases.

Should a teacher feel that a child is unable to function properly at the Preschool due to illness, the parent or a parent-designated person, when the parent cannot be reached, will be notified immediately and requested to make arrangements for transportation home within 1 hour. The ill child will be isolated and supervised until pickup. A written report (FYI or Medical Referral) will be given to the parent upon pickup.

In the event that a child has a *communicable disease*, they may not attend the Preschool. The Preschool must be informed of the disease so notice of possible exposure can be given to all families enrolled and the local county health department. A memo will be posted in the parent communication center. The child's name will be kept confidential. A child with a communicable disease will be readmitted to the Preschool only after allowing for the longest usual incubation of the disease or with a signed statement from their physician. The returning child needs to be well enough to participate in all activities, including those outside. Communicable diseases include, but are not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, scarlet fever, or meningitis.

Teachers, if a child complains of not feeling well, watch them closely by letting them do a quiet activity or rest. If a child vomits, has diarrhea, has a rash or eye inflammation, develops a fever of 100 degrees, or any condition having the potential to affect the health of other persons is observed they should be separated from the other children. Parents should be called immediately. Do not leave the child unattended. The isolated child shall be provided a mat, a sheet and blanket, or sleeping bag. Any child who is ill must not return to the Preschool until they have been symptom free for at least 24 hours. The child is well enough to return when they can participate in all activities including those outside.



**d. Medication:**

Only when truly necessary, doctor prescribed medication will be administered by the staff with written consent of the custodial parent or legal guardian. Teachers will not administer over-the-counter medication, unless prescribed by a physician. The first dose of any medication will not be given at Preschool. The first dose of any new medication should be given at home to allow the parent/guardian to observe the child for any type of unusual reaction.

The medication must be in the original container with a child resistant cap. The label must state the child's name, date, name of the medication, the physicians name, dosage and directions for administration.

The parent must fill out a Medication Administration Record (Regular or "As Needed"). Staff will see that the Medication Administration Record is correctly filled out by using the Medication Administration Safety Checklist. The completed Medication Administration Safety Checklist will be stapled to the Medication Administration Record. The Medication Administration Record with the attached Safety Checklist will be put in the child's file after the last day the child received the medication.

The Medication Administration Record must document the child's name, date, name of the medication, physicians name, directions for administering (including dosage to be given, time to be given and other specific directions as needed), and signature of the parent/guardian.

Staff will log the child's name onto the Child Care Medication Use Log. The child's name will be highlighted on the log when the medication is discontinued.

Staff will use an alarm clock to signal the time for dispensing medication. A second staff will witness and assist the primary staff administering the medication by following the Steps to Administer Medication sheet. Both staff will document the medication administration on the Medication Administration Record.

All medication is to be stored in a locked container, labeled "medication" and kept out of the reach of children. Medication needing refrigeration shall be kept in the refrigerator in a locked container clearly labeled "medication". A list of the children's special restrictions to medication and allergies will be kept in the Medication Administration Notebook at all times.

Medications that are no longer in use will be returned to the parent. Containers of medication are never to be given to a child to return to the parent or for any reason.

**e. Insect Repellent:** Insect repellent will not be applied.

**f. Accidents/Incidents:**

Parents will be notified immediately, if their child is injured seriously enough to require professional medical treatment. Parents will be notified when they pick up their child, if their child sustains a minor injury. Written permission from the parent to call a child's physician or refer the child for medical care in case of injury shall be on file at the Preschool.

A closed container labeled "First Aid" containing soap, band-aids, disposable latex gloves, cotton balls, sterile gauze pads and rolls, adhesive tape, tweezers, an ice bag or cold pack, a surface thermometer with disposable covers, and emergency phone numbers will be available to treat minor injuries. The kits will be accessible to teachers, but kept out of the reach of children.

Superficial wounds shall be cleaned with soap and water only and protected with a Band-Aid or a bandage. Ice may be applied. First Aid procedures shall be followed for serious injuries.

Suspected poisoning shall be treated only after consultation with a poison control center.



An Accident/Incident report will be written for every accident or incident regardless how minor. These reports will be signed and dated by the teacher and the parent and kept for the records.

All accidents and incidents must also be recorded in the Accident/Incident Log Book and reviewed monthly to insure the safety of the children.

If a child is injured while under your supervision whether on the premises or on a field trip, follow these steps:

1. Stay calm. If needed, call for another teacher to help.
2. If the injury is serious, call 911. An adult should stay with the child at all times.
3. First Aid/CPR (cardiopulmonary resuscitation) should be administered as soon as needed.
4. If the injury is serious, call the parent immediately. Then call the Director. Otherwise, let the parent know what happened when the child is picked up.
5. If the child needs to be taken to the hospital, and a parent or parent designated person is not available to go along, a staff member must accompany the child. Remember to bring along the child's original emergency card and medical release form.
6. Document all procedures on an Accident/Incident Form, which needs to be signed by the parent and kept in the child's file.
7. Record the injury in the Medication/Accident/Incident Log Book.

**g. Emergency Contacts:**

Emergency Ambulance, Fire, Police	911 (Non-emergency 1-352-637-4121)
Poison Control Center	1-800-222-1222
Child Abuse/Neglect Hotline	1-800-96-ABUSE (1-800-962-2873)

Citrus Memorial Hospital, 502 W. Highland Blvd., Inverness, Florida 1-352-726-1551

**h. Health Checks:** Staff will check over the children daily as they arrive for symptoms of illness or injury and record findings on the Daily Health Check Log. Notice especially runny noses, teary eyes, coughs, fevers, or rashes. This is best done while greeting each child as they enter the classroom in the morning. If a child should not remain at Preschool, this is the best time to send them home. Any injury shall be recorded in the Accident/Incident Log Book and brought to the attention of the Director immediately.

**i. Controlling Infectious Diseases in the Classroom:** One of the most important factors parents take into account when selecting a childcare center is cleanliness. Regular janitorial services are just the starting point. Each teacher needs to establish a daily schedule of cleaning tasks to maintain cleanliness. Teachers can help control the spread of infectious diseases in the classroom.

Wash your hands when you begin working or come in from the playground, after assisting children in the bathroom or in nose blowing, before preparing or serving food, after cleaning up spills, and after assisting a sick child. Children must also wash their hands when they enter the Preschool from home or from the playground, before eating, after using the bathroom, after coughing or sneezing or nose blowing, and before water table play or using play dough.

The following hand-washing procedure will be used:

1. Turn on water and moisten hands.
  2. Get soap from pump container.
  3. Rub hands vigorously, between fingers, palms, backs and wrists as well.
  4. Rinse hands well under running water.
  5. Dry hands with a paper towel, then use towel to turn off water.
  6. Dispose of paper towel.
- Do not share cups, eating utensils, toothbrushes, combs, or towels.
  - Wet or soiled clothing will be changed promptly.
  - Disinfect toys, chairs and furnishings as needed. Tables must be disinfected before and after each time food is

served. A good disinfectant solution to use is bleach. Mix 1-tablespoon bleach to 1 quart of water. New solutions need to be made on a daily basis. Another good disinfectant solution is Pursue liquid. Mix ¾ teaspoon to 16 oz. of water. Replace solution weekly.

- Clean up frequently. Food and litter should be taken care of as it accumulates. Spills must be wiped up immediately.
- Inform the parents of any contagious diseases that have been reported, explaining to them the symptoms and incubation period.

**j. Universal Precautions:** To prevent contamination from direct exposure to blood or blood contaminating body fluids all staff will:

1. have latex gloves in their rooms and emergency bags and will put gloves on before coming in contact with blood bodily fluids whenever possible.
2. wash their hands immediately with soap and warm, running water if contact has occurred before putting on rubber gloves, then continue to assist the child, while wearing gloves.
3. wash all contaminated surfaces with disinfectant solution.
4. place gloves and all disposable products in a plastic bag and seal it.
5. place all the child's washable belongings in a double plastic bag, seal it, and label it with the child's name to be taken home by the parent and laundered.
6. wash hands with a disinfectant soap and warm, running water.

**k. Safety Guidelines:** Children's physical welfare and safety is of primary importance. Please follow these rules to make your classroom and playground a safe place.

1. Supervise children at all times.
2. Use the methods of Christian discipline in this handbook to prevent or redirect inappropriate behavior.
3. Position yourself so you can observe and interact as needed with all the children in the classroom and on the playground.
4. Have in your possession a telephone when on the playground.
5. Be alert to hazardous conditions and notify the Director immediately so that any repairs can be made.
6. Maintain proper staff/child ratios in the classroom and on the playground.
7. Do not allow children to climb on furniture or shelves, or misuse equipment.
8. Remind children to use walking feet inside the building.
9. Know how to operate a fire extinguisher. Pull-Aim-Squeeze-Spray (PASS)
10. Always make sure chemicals, medications, etc. are inaccessible to the children.
11. Keep playground gates closed at all times.
12. Do not allow children to climb the fence.
13. Do not allow children to bring toys on the climbers.
14. Only toys meant to be thrown may be thrown, and only in the proper environment.

**l. Accident/Incident Report:** These forms are available in each classroom. All accidents and incidents are to be recorded, taking care to follow rule of confidentiality with children. These forms are to be signed by the teacher who observed and took care of the accident/incident and by the parent when they are notified. Once the parent has signed the form, make two copies of the original. Give one to the Director to review and place in the child's file; give the other to the child's parent. Put the original into the accident/incident report binder.

**m. Accident/Incident Log:** Entries must be in ink. No lines are to be skipped. Pages must be numbered beforehand, not as you use them. Pages may not be removed.

1. Record the following:
  - serious and minor injuries requiring any kind of treatment
  - observations of injuries to the child's body received outside of the Preschool and indicators of child neglect (such as hunger, fatigue, personal hygiene problems).
2. Instructions for recording accidents/incidents:
  - Record any accident/incident that requires first aid or medical attention. Include an explanation, children

involved, date, time of occurrence, and staff initials.

**n. Lost Children:** The staff must notify the Director immediately when they cannot locate a child in their care. A search will be organized and the director will call both the parents and the police department if the child is not found within 10 minutes.

**o. Fire Extinguisher Location and Operation:** All teachers will know the location of fire extinguishers and how to operate them. This will be covered at orientation and repeated yearly. A notice to the location of fire extinguishers will be posted by the exit in each room. Pull-Aim-Squeeze-Spray (PASS)

**p. Fire/Emergency Evacuation:** Building evacuation procedures and exit routes are posted by the exit in each room showing primary and secondary routes. Teachers and children will practice evacuation drills on a monthly basis. It is the teacher's responsibility to:

1. Leave the building immediately, checking all bathrooms and hiding places for children. DO NOT STOP for coats, shoes, etc.
2. Take attendance sheet, emergency folder, keys and telephone with you.
3. Close all doors and turn off all lights.
4. Take all children to the location designated on the evacuation procedure.
5. Use the attendance sheet to account for all the children.
6. Stay outside until the Director or other authority gives the okay to go back inside.

Drills will be practiced using varying routes and will also be held at least once per year while children are napping.

**q. Tornado Emergency:** If a tornado has been sighted or indicated on radar, it will be announced over our phone system and/or intercom. Children and teachers should move quickly into one of the interior bathrooms, taking care to avoid window areas. Lie down on the floor with knees drawn under you and head toward the wall; cover the back of your head with your hands. If there is not time to get into one of the bathrooms, help children get under a desk or table in the classroom.

Teachers and children will practice tornado drills twice a year. It is the teacher's responsibility to:

1. Calmly secure all children in a designated interior room.
2. Take attendance sheet, emergency folder, keys and telephone with you.
3. Use the attendance sheet to account for all the children.
4. Remain in place until an all clear has been given by the Director.

**r. School Lockdown:** All Preschool staff will be trained in school Lockdown Procedures. The Preschool will practice a lockdown drill at least once per year.

*Revised February 2013*

### **Timeline for Meeting Teacher Qualifications**

Director Qualifications must be completely met by 2015, or verified by 100 points on Appendix T by 2015.

### **Candidacy Level**

At least 25% of teaching staff have a Preschool Associate Credential (PAC) or an equivalent (CDA, CCP, etc.). This 25% are working toward an AA or BA.

All remaining teaching staff are either working to complete the PAC (or equivalent) or an AA.

At least 25% of teaching assistants are working to complete the PAC (or equivalent) or an AA.

Hiring practices indicate that educational qualifications are a part of the application and screening practices and new *teacher* hires have the PAC (or equivalent) or an AA.

**2015**

At least 75% of teaching staff have a Preschool Associate Credential (PAC) or an equivalent (CDA, CCP, etc.). This group is working toward an AA or BA.

All remaining teaching staff are working to complete an AA.

At least 50% of teaching assistants are working to complete the PAC (or equivalent) or an AA.

Hiring practices indicate that educational qualifications are a part of the application and screening practices and *all* new hires have the PAC (or equivalent) or an AA.

**2020**

All teaching staff have the Preschool Associate Credential (PAC) or an equivalent (CDA, CCP, etc.). Fifty percent of the teaching staff have achieved an AA and are enrolled in a BA program. The remaining group is near completion of a BA degree (within 1 year of graduation).

At least 75% of teaching assistants have completed the PAC (or equivalent) or an AA.

Hiring practices indicate that educational qualifications are a part of the application and screening practices and *all* new hires have an AA.

**2025**

All teaching staff have an AA degree. At least 25% of the teaching staff have completed a BA.

All teaching assistants have completed the PAC (or equivalent) or an AA.

Hiring practices indicate that educational qualifications are a part of the application and screening practices and *all* new hires have an AA.