

Children of Joy! Preschool School Policies

Professional Practices

As a professional, you must strive to elevate the teaching profession. This is done every time you make a phone call to a parent or write a note home, every time you see a child at the grocery store or talk to parents at a school event.

The teaching profession is elevated every time you make a complimentary comment to a child. The profession is elevated when you promote the preschool rather than point out its faults. The profession is elevated when, although you may disagree with another teacher or the Director, your disagreement does not go beyond the preschool itself.

Children of Joy! (COJ!) Preschool staff should treat each child and family record and all written information with confidentiality. Family information (including behavior and attitudes) is not to be discussed with other parents or non-staff in any manner, including on social networking sites such as Facebook or Twitter. The names, address, or phone numbers of enrolled families are to be used for COJ! Preschool purposes only.

COJ! staff are encouraged to establish and maintain a positive and professional level of communication with each parent.

Staff is not to discuss parents or staff in a negative manner with other parents or staff; any problems with parents or staff are to be discussed with the Director in order to resolve any difficulties. If a parent has a concern regarding the Preschool or a staff member, he or she is to be referred to the Director.

Communication and Confidentiality

COJ! staff is to maintain a professional attitude toward each other, the parents and children. The respect and integrity of each person is critical and a part of the atmosphere desired in the church and school.

If a teacher has a valid concern about another staff member, parent or child, it is imperative that a conference be held with the Director. When a concern is expressed, the Director will hold that information in confidence and handle the necessary changes or communication with a high level of professionalism.

Staff are expected to maintain confidentiality with regards to school issues and family information during the time they are employed at COJ! and after their employment tenure has ended.

In handling team teaching situations, if conflict arises, first teachers need to try to work out issues together. Be honest about feelings and concerns. Try for solutions that will be helpful to both parties. If the situation becomes uncomfortable, schedule a time with the Director to mediate and help with problem solving.

Social Media

COJ! respects the right of employees to use social media during non-working hours. However, because the nature of these sites is essentially public, certain guidelines apply:

1. COJ! employees are personally responsible for the content that they publish online. Be mindful that what you publish on a social media network, such as Facebook, Twitter, Instagram, Snapchat, etc. is viewed not only by the intended recipient but any and all individuals who have access to that individual's account.
2. Remember your association and responsibility with COJ! in online social environments. If you identify yourself as a COJ! employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents and students. Even if you do not specifically identify yourself as an employee of COJ!, remember that those viewing your online postings may already know that you are a COJ! employee.
3. When contributing online, never post confidential student information such as names, school names, addresses or phone numbers.
4. When uploading digital photos to your social media sites, be sure that you do not post photos of your students and do not post photos of other staff members without their express approval.
5. Concerns that you may have with the policies of COJ! should not be aired publicly on social networking sites.

Any violations of the aforementioned social networking policy may result in disciplinary action, including, but not limited to, formal written notice or termination of employment.

Cell Phones/ 2-Way Radios

It is important that every staff member's attention remain on the children at all times. Any distraction could result in a serious injury that could have been

prevented with appropriate supervision. Therefore, cell phones are not permitted anywhere that children may be. Cell phones are placed in the designated "phone holder," located in the administrative office. It is never appropriate to use your cell phone to make personal calls, send/receive text messages, check voicemail/emails, take photos, etc while in the presence of children.

Once your phone is located in the office, staff members have access to them throughout the day as they see fit. You may use your phone in the office areas or outside front porch areas at your discretion. *If you are experiencing a situation that may require immediate attention, you may leave your phone with an administrator and we will notify you of any incoming calls that may require your attention. If you need us to step into your class, we are happy to do so.*

Please ensure anyone who may need to reach you has the phone number of both the preschool (936.242.1826) and the church (936.271.0893). Should the office receive any phone calls throughout the day, you will be notified immediately and if needed, someone will step into your classroom until you are able to return.

*During field trips, staff members may take their cell phones for emergency purposes, but the phones must be kept in the red pouch inside the Emergency "Go" Bags (see below) and kept on silent or turned off.

Fit Bits and other tracking devices may be worn as long as you do not send/receive phone calls or text messages.

Smart Watches (such as Apple Watches) must be in airplane mode. This policy will be on a trial basis and may be removed if they are determined not to be in airplane mode (notifications should be disabled). These devices may be worn for tracking purposes only.

Each classroom will have an Emergency "Go" Bag, which will include a first aid kit, flashlight, door stop, whistle, crisis manual, emergency contact information for their class families and a school cell phone, which has been preprogrammed with the school, church and administrative phone numbers. These bags will be carried with you as you travel throughout the school each day (playground, gym, Spanish/Chapel, etc). Your class roster may be added to the backpack, but please update your roster as children arrive/leave throughout the day.

2-Way radios are supplied to each classroom and should be carried at all times with the volume turned up loud enough to be heard over the children or other sounds. These devices will be used to announce school drills, emergency communication as well as communication with other staff members. Please be

respectful at all times and remember, you are being heard throughout the building when you speak.

Drill Codes are as follows:

1. Code Red – Fire (practiced through monthly drills)
2. Code Blue – Weather Emergency (practiced through quarterly drills)
3. Code Orange – Shelter in Place (only used when needed)
4. Code Yellow – Lock Down (practiced through quarterly drills)
5. Code Black – Evacuation Due to Intruder (Practiced through annual drills)

2-Way radios charging stations are located in the classrooms and it is the responsibility of the teachers to ensure their device is charged each day. In the event your device is malfunctioning, we do have extra 2-Way radios located in the office. Please ask an administrator before checking them out.

Problem Resolution

If there is a situation causing concern between staff and parent, staff and staff, or staff and Director, the following procedures should be followed.

1. Staff should schedule a conference with the other party to address concern.
2. If the situation is still unresolved, schedule a meeting with both parties and the Director at which time a problem resolution form will be completed.
3. If the situation still remains unresolved, the staff member(s) and Director will present the form to the Team leader.
4. If a resolution is not found, the conflict will be taken to the Pastor and SOJ! Church Council.

At any time in the process, the Pastor or a Team Member may be asked to accompany staff or parent into the conference.

Procedure for Reporting Abuse and Neglect

According to Texas law: "Reporting abuse and neglect: Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1.800.252.5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith." Reports and information are located at www.hhsc.state.tx.us

Procedure for Staff Allegation Concerning Abuse and Neglect

All COJ! staff need to be aware of the risks associated with working with young children on a one-to-one basis. Whenever possible, staff members should conduct their classes so as to avoid being alone with a child during toileting and other times, in order to protect the staff from any accusations of abuse or neglect. When this is not possible, staff members should take any measure practical in order to protect themselves, such as leaving the classroom or bathroom door open, asking another staff member to accompany them, etc. However, the privacy of young children should also be respected and maintained. Staff members who work in rooms without another staff person present should remain as visible as possible according to their particular room configuration.

Should a staff member receive an allegation concerning abuse or neglect from a parent, they are to immediately report this to the Director. In addition, if the Director receives a report on staff, the matter will be fully investigated. The Director will interview all parties and will consult with the Children of Joy! Preschool Team in order to have a fair and open investigation. If necessary, outside investigation will be welcomed.

Discipline and Guidance

Discipline and guidance should be consistent, and based on an understanding of the child's needs and development. Discipline means to teach. It is our goal to teach children responsible and appropriate behavior. We consider ourselves partners with parents in this job.

Discipline at COJ! is done in a way that promotes self-discipline and positive self-esteem. We want to help children learn to make healthy choices. There will be no cruel, harsh or unusual punishment, and no child shall ever receive corporal punishment. Parents may provide guidance to their own children while they are in care, however, they must adhere to all state licensing guidelines.

The methods of dealing with inappropriate behavior at school are to first make sure all children are safe. Teachers need to try problem solving with children to find solutions. Other techniques include giving choices, providing an adequate variety of materials and activities for the children to choose from, or redirecting children to other areas. With unmanageable or difficult behavior, in which a child will not respond to normal classroom guidance, a brief supervised time away from the group with a teacher or the Director may be necessary. Should further guidance be needed, the parent may be asked to cooperate with the school in letting the child go home for the remainder of that day, at the time of the child's inappropriate behavior. If these positive guidance techniques are

not successful, based on teacher and Director discretion, a child may be asked to leave the program.

Liability

Lawsuits are common. Protect yourself from liability:

- **NEVER** leave your class without supervision.
- Do not allow yourself to be visiting with other staff and not watching the children!
- During outside play time, never leave the class without a teacher. Always station yourself where you can see all of the kids and watch them. If they are spread out on the playground, move about and monitor them carefully.
- When you are angry, think before you touch a child.
- If you see a hazard, or a potential hazard, bring it to the attention of the Director.

If a situation occurs where suspicion of an employee is warranted, formal drug testing may be required of the employee. Positive results may result in termination of employment.

Accidents/Medical

Any accident concerning a teacher, child, or visitor must be reported immediately to the Director. Accident reports should be filled out and filed in the office for any accident that requires anything more than tender loving care. If a child received an injury to the head, the Director will immediately notify the parent, regardless of severity.

We will administer medication on a limited basis. Some examples are breathing treatments, inhalers, epi pens, Benadryl, or other maintenance medications. All medications must be signed into the office. If a parent requests that the child receive medication, please refer them to the Director.

Epi pens will be administered by a staff member when an emergency anaphylaxis reaction occurs if they have a medically prescribed epi pen. All children with epi pens, must have one in the building at all times.

Staff Vaccinations

COJ! Preschool staff are recommended to receive influenza (annually) and DTaP (pertussis) vaccinations. COJ! Preschool will encourage the use of protective medical equipment such as gloves, masks and hand sanitizer to protect employees and children in care from exposure to possible disease.

Staff Benefits

COJ! Preschool staff are part-time employees of Spirit of Joy! Lutheran Church. Benefits offered to COJ! staff include:

- Staff employed 1 day or as a long term substitute will receive a discount in the amount of 15% of their child's regularly priced tuition.
- **Staff employed 2 or more days with the preschool will receive a discount in the amount of 30% of their child's regularly priced tuition for all children enrolled at the preschool. The multi child discount does not apply to employees.**
- Changes to staff discount policy are at the discretion of Children of Joy! Preschool Team in conjunction with the Preschool Director.
- Enrollment priority.
- Up to 24 hours of paid in-service annually.
- Personal/Sick days as outlined in contract and under Work Schedule information on page 9.
- Five paid holidays annually.
- An employee is eligible for up to 6 hours of regular pay for time spent away from work due to jury duty. On the day the employee reports to jury duty, he or she is expected to come to work before or after reporting to jury duty if practicable.

Contracts are negotiated in the spring. At that time, current staff's needs are determined, as to number of days and age groups taught for the following school year. Current staff receive priority and their desires for the next school year are accommodated whenever possible.

Bereavement

Children of Joy! recognizes that bereavement is a difficult time for an employee. At the discretion of the Director and Preschool Team, employees who suffer the loss of a family member will be afforded reasonable time off. Every effort will be made to ensure that the employee is able to attend to necessary family matters without loss of earnings.

Additional Staff Responsibilities

In addition to teaching responsibilities, teachers must hold or attend parent conferences, open houses, and staff meetings in accordance with school policies. Evaluations of children will be ongoing and done through portfolio assessment and informal observation. Parent conferences will be held in the spring.

If parents voice concerns, teachers should make it clear that their child will not be discussed at the door or in carline in front of other children or parents. If a special circumstance exists, a phone conversation, note or scheduled appointment will be needed. Any major concerns should be discussed with the Director first.

The school is responsible for supplies that can be purchased in bulk. Each teacher will receive a pre-determined monthly budget, based upon the number of children enrolled, which may be used for additional supplies. A tax exempt form **MUST** be used.

Teachers are asked to keep rooms and storage areas tidy and to be mindful of shared space with other teachers and Sunday School staff. Teachers sharing a room will need to decide how to share cabinet space, bulletin boards, etc.

In addition to your regular classroom duties, we will have assigned "shared duties." These consist of; locking/unlocking doors, open/closing playground, bathroom check (soap/towels), assisting with snack, library, sanitizing spray bottles, etc.

Dress

Just as we encourage the children to dress appropriately for play activities at school, we expect teachers to also dress appropriately. Teachers are encouraged to dress comfortably yet professionally. You need to be able to get down on the floor and interact with children or engage in not-so-neat activities, yet still portray the professional appearance of a teacher. As a representative of Children of Joy! Preschool and Spirit of Joy! Lutheran Church, you should dress accordingly.

- Loose fitting pants, dress jeans, and slacks are appropriate, as are long skirts, dresses, split or divided skirts and skorts of a reasonable length, and Capri pants.

- Knee length career shorts with coordinating blouse and or jacket are acceptable, but any other type of shorts, including blue jean shorts are not acceptable.
- Overly casual attire such as tank tops, spaghetti straps, warm-up suits and wind suits are not appropriate.
- Appropriate shoes will be worn. Staff will be on the playground each day and will want to keep that in mind in regard to what shoes are worn.
- If your attire is interfering with the instruction, performance, or safety of the students the Director will intervene at his/her discretion.

Substitutes

The office maintains a list of approved substitutes, which is periodically updated. Whenever possible, COJ! teachers are used as substitutes on their regularly scheduled days off. COJ! teachers should secure their own substitutes. If this is not possible, due to last minute illness, etc. the Director or designated staff member will call a substitute. **Teachers should have a class list, class daily schedule, and generic lesson plan in their substitute folder to be kept in the classroom.**

Hiring

The COJ! Preschool Director hires staff members that meet the requirements established by the COJ! Preschool Team and the Texas Department of Protective and Regulatory Services (TDPRS). COJ! Preschool is an equal opportunity employer and does not discriminate against any race, gender, or ethnic background.

When hired, employees must read and sign all COJ! Preschool personnel policies and a contract.

Licensing requires that all new staff members without two years' prior experience in a preschool setting, or documentation of at least 24 clock hours of training from another preschool, must complete 24 hours of pre-service training. 8 hours must be completed prior to being in a classroom, with the remaining 16 hours completed within 90 days of employment.

Licensing standards

All staff members are required by law to be familiar with and follow the "Minimum Standards for Child Care Centers" as provided by the Health and Human Services Commission.

Each teacher must complete a criminal background and a FBI fingerprinting check is required prior to working in a classroom. A college transcript/Degree (or a high school diploma) must also be on file with the office. Each teacher is to be certified in first aid and CPR. The Preschool will make training arrangements once yearly. If the staff member cannot attend, it is up to the individual to attend training elsewhere. Each staff member is also required to attend a minimum of 24 hours of in-service training per year from hire date, in addition to first aid and CPR. TDPRS also requires that all staff without 2 years or more of prior licensed child care experience or formal child development education training receive 24 hours of pre-service training in addition to the 24 hours of annual training required. If the employee does not attend the training hours paid for by COJ!, the employee will reimburse the preschool for the cost of the class.

Work Schedule

COJ Preschool will closely follow Conroe ISD calendar with the exception of starting and ending dates. Teachers' work schedule will be from 8:30 am - 2:30 pm. This is to allow time to set up and clean up the classroom. All teachers should be ready with centers and plans when the children arrive so as to use class time to facilitate and interact with the children. When possible, at least one teacher in the classroom should be eating with the children at lunchtime for interaction. Teachers are required to attend all regularly scheduled staff meetings, parent meetings, open houses, and other special events relating to the responsibilities of a COJ! Preschool teacher.

Sick/personal days used will be determined by the number of days worked: 3 days for a 2-day per week teacher, 4 days for a 3-day per week teacher, 5 days for a 4-day per week teacher and 6 days for a 5-day per week teacher. Any additional days taken will result in a prorated pay deduction. Any excessive days missed will require a conference with the Director. Excessive absences and habitual tardiness are cause for dismissal or non-renewal of contracts at the year's end.

COJ! staff may carry forward up to one-year worth of sick/personal time to the next year. All other time will be forfeited. Staff members also have the opportunity to donate unused sick/personal time to the Staff Bank. This time will be used for staff members with prolonged absences due to unforeseen circumstances.

A teacher is eligible for up to 6 hours of regular pay for time spent away from work due to jury duty. On the day the teacher reports to jury duty, he or she is expected to come to work before or after reporting to jury duty if practicable.

Teachers must sign in and out each day as per licensing requirements.

Termination

COJ! Preschool staff are under contract for the school year, August thru May. Either party may terminate that contract with written notice. However, there are several situations that will result in immediate termination. Any physical, emotional or verbal abuse of a child or other staff member; neglect of a child and insubordination will all be grounds for immediate termination.

Any staff member who is terminated or resigns from the Preschool must have Director approval for any items taken from the building. All staff owned items in the classroom must be clearly labeled with the staff member's name. Otherwise, all items not clearly labeled are assumed to be the property of COJ! Preschool and must be surrendered upon termination.

Job Descriptions

Teachers will direct their classrooms by following their daily schedules, the basic guidelines of COJ! teachers, and by following the program and goals of COJ! Preschool as listed in the COJ! Parent Handbook. Lesson plans are to be posted in each classroom and turned in to the office. Each teacher is responsible for being familiar with and following all state guidelines, as well as establishing a working knowledge of ELEA criteria.

Specific job descriptions are available in the COJ! office. All employees are subject to the job descriptions for their position and to the policies in the COJ! Staff Handbook.

Each teacher is required to conduct a daily room inspection of the items on the "room checklist" upon arrival.

Compensation

Compensation will be set at the time of employment. An individual's pay will be based on the teacher's qualifications, including years of experience, educational background, in-service training and professional growth, level of interest and enthusiasm, and responsibility assumed. Compensation amount is confidential. To avoid conflicts and maintain a professional atmosphere, DO NOT discuss your pay. Employees will be asked to sign a confidentiality

agreement upon employment. If there is a concern, schedule a time to discuss the issues with the Director.

It is the intent of the Director and the COJ! Preschool Team to continually evaluate pay scales. Our goal is to do the most possible to hire and retain a quality staff. Contracts and pay will be evaluated annually.

Payday is the 15th and 31st of each month. Paychecks are direct deposited unless otherwise specified.

All tuition and fees for the children of staff members will be automatically deducted from their paycheck.

Upon completion of the staff members contract, any remaining sick/personal leave will be paid.

Building Security

Classroom Keys:

If a staff member chooses to have a key to their classroom and/or closet, the key will be issued at the beginning of the school year and surrendered in May. This key will only open your classroom door and your closet if applicable. Upon receipt of this key, you will sign a contract which states the following:

- The key(s) issued to the holder of record is non-transferable.
- Any key holder of record who unlocks a door is responsible for re-locking the door when finished in the room or facility.
- Keys are the property of the church and must be returned when the holder of record leaves their position or upon demand from the church council President (or designee).
- Duplication of key(s) is strictly prohibited and in violation of the policy.

Playground Keys

Two playground keys are located inside the white cabinets by the back door. One of these keys needs to be taken outside anytime a class exits the back door to ensure they can re-enter. The keys should stay with a teacher at all times. The key MAY NOT be left in the door lock at any time. When you come back into the building, hang the key back on the hook inside the white cabinet for the next class to use. Both keys may be used at the same time and must be returned to the cabinets at the end of the day.

Breaks

Break time will be either during outside or rest time with teachers alternating duty. At all other times, teachers are expected to be in the classroom. While outside time is a good opportunity to take a short restroom break, teachers are

to remember it is an important time of interaction and management of the children, and their safety is extremely important. It is important to be extremely attentive and involved with the children when outside. Avoid cell phone usage during preschool hours.

Evaluations and Conferences

All employees will have an orientation before their first day of work. At this time, individual job descriptions and school policies will be discussed.

All employees will be evaluated and have a conference with the Director at least once a year. Employees or the Director may request additional conferences at any time during the year and are encouraged to do so.

According to the evaluation and conference results, rehiring or termination will be decided.

BASIC GUIDELINES FOR TEACHERS

The goal of Children of Joy! is to allow each teacher the freedom to operate her classroom successfully within the guidelines set by COJ!, the State of Texas and ELEA. Hopefully, each room will project the personality and creativity of each teacher.

Our guiding premise at COJ! is that children first and foremost need to feel love and trust in our setting. We will maintain a loving Christian atmosphere with each other, the families and children. We are respectful and inclusive of all religious philosophies, yet, we remain a Christian school as we are a ministry of Spirit of Joy! Lutheran Church.

Our educational philosophy is that young children learn the most and best through play. We provide age appropriate activities and toys to promote active learning for children. In order to support our program and philosophy, please note the following guidelines:

1. Communication and Continuity
 - a. Teacher to teacher – planning and day to day sharing
 - b. Director to teacher
 - c. Teacher to Director
 - d. Teacher to parent – notes, handouts, evaluations, day to day
 - e. Teacher to child
2. Room arrangement – 6 basic centers (dramatic play, blocks, art, manipulatives, library, discovery/science). Three and four-year-old classes are strongly encouraged to incorporate math into the manipulative center and set up an age appropriate writing center.
3. Active learning – hands on activities **instead** of teacher lectures or patterns, handouts, or worksheets. Worksheets should be limited to **1 per day** for the Pre-K and Transition classes only. **Coloring sheets are not to be used!!** Children need to touch, taste, feel, smell and experience learning. We need to always be more concerned with the process rather than the product (i.e. avoid something cute that the parent can recognize but that the teacher largely made).
4. Developmentally appropriate
 - a. Lesson plans
 - i. Positive self-concept is always a priority.
 - ii. Use ELEA criteria and developmental guidelines.

- iii. Art – process orientated. Do not use look alike art. It should be the children's creation. We need to always be more interested in the process and what the children are learning. Always ask, "What are the children learning or enjoying about this activity?"
 - iv. There are resources available in the teacher resource center in the main preschool office.
- 5. If you have questions about classroom management, art, literature, small group experiences, or centers please ask.
- 6. Bulletin boards are to reflect the creativity of the children and the philosophy of COJ!

MOST OF ALL LOVE THE CHILDREN AND HAVE FUN!!!

In-service Guidelines/ Training & Workshops

1. Inservice at COJ! means: reading, attending workshops and conferences, etc., to gain information to use in the classroom. If you attend a workshop it must be documented. Certificates are usually given for workshops attended. The original certificate remains in your training file. Please turn in all certificates to the Director as soon as possible.
2. COJ! will pay all usual and customary expenses for employee training hours up to the required amount of 24 hours. If an employee is unable to attend a training he/she has previously registered for, advance notice must be given in order to obtain a substitute attendee. If advance notice is not given, employee will be asked to reimburse COJ! for the cost of the training.
3. Have a good variety:
 - a. Educational and professional magazines (Young Children, Dimensions, Texas Child Care) are available in the office. These journals have a variety of ideas for class time enrichment.
 - b. Professional development and reference books are also available for checkout many of which have short tests you complete and send in to receive a certificate of training. This time is considered "self-instructional training" and you may count a maximum of 12 hours of in any one year.
 - c. In-house in-service opportunities.
 - d. Workshops at all educational conferences like HAAEYC and TAEYC are excellent opportunities for professional growth.

- e. 24 hours are required yearly from each employee's hire date. No exceptions are made. This is a licensing requirement.
- f. New teachers who do not have two years' prior experience in child care or education will be required to attend 24 hours of pre-service training in addition to the 24 hours of in-service the first year.
- g. All staff members in charge of a group of children must have first aid and CPR certification which needs to be renewed every two years.

Emergency Procedures

Employees must be familiar with the primary and alternate evacuation routes. Each classroom will have a map to be posted. In the case of a fire or fire drill, follow designated paths as posted in your classroom. Each month we will conduct a school-wide fire drill. The fire alarm will be sounded and all children will be evacuated from the building calmly and quickly to designated safe areas. Children are to be counted before and after exiting the building. Teachers must take a class list and emergency contact information when exiting the classroom.

Employees must have knowledge of the proper operation of a fire extinguisher.

Tornado drills will be conducted every three months. Children will move to the inner hallway and duck and cover. In addition, we will perform a "prepare to evacuate" drill twice yearly.

Each classroom is equipped with a working flashlight for use during fire drills and power outages.

Fire drill and disaster drill procedures should be discussed with the children frequently so they will not be fearful of the procedure.

Staff should be familiar with the COJ! Crisis Management Plan.

Sanitation, Health and Safety

1. All teachers must keep gloves in the classroom. DO NOT TOUCH BLOOD OR OTHER BODILY FLUIDS WITH BARE HANDS. In case of an incident that involves bodily fluids, the teacher should follow universal precautions to protect themselves and other children.
2. All staff members should wash their hands several times a day. You must wash your hands each time you enter the classroom, after changing a child's soiled/wet clothing, wiping a nose, after using the

restroom, before assisting with snack, and anytime bodily fluids are touched.

3. Wash toys and equipment using our Nu-Quat and D-S-D Disinfectant system. Nu-Quat is used for general daily sanitizing and cleaning of tables, chairs, sinks, etc. It kills all cold/flu viruses. DSD is used to clean all toys and items that might go into children's mouths. DSD will kill all blood-borne pathogens. Each classroom has a spray bottle for each solution and can use the machine in the kitchen to fill their bottles with the pre-mixed solution. When sanitizing large quantities of toys, you will fill the sink with DSD and dip the toys and then allow them to air dry.
4. Wipe tables with Nu-Quat spray each morning upon arrival, before and after snack and lunch, and at the end of each day.
5. Classrooms must be kept reasonably clean. Floors should be swept or vacuumed and toys picked up after use.
6. Trash will need to be taken out at the end of each school day. A clean liner should be put in the can when leaving.
7. All cleaners should be stored in their original labeled bottle and kept in locked cabinets out of the reach of the children.
8. If you use stuffed animals, use only ones you can wash and wash them weekly.
9. Wash dramatic play dishes, play food and dress up clothes on a weekly basis.
10. Our complete first aid kit is kept in the laundry room with a list of included supplies. Bandages, cotton balls and disinfectant spray are kept in the playground bag and refilled as needed.
11. An allergy list will be distributed to each teacher. It should be posted in the classroom in a place where it can easily be seen. A copy must be kept in the substitute teacher's folder.

Room Check List

- Paint supplies (brushes, containers, smocks, easels) need to be left clean and put away...not left in sink.

- The sink in the classroom needs to be scrubbed and the cabinet wiped at the end of each art/cooking activity.
- Blocks are to be placed in an orderly fashion in the block shelf.
- Dramatic play items are to be put up neatly.
- Chairs need to be stacked at the end of the day – never while children are in the classroom
- Cubbies are to be cleared each Friday.
- Tables are to be clear and clean of trash and sticky residue.
- Dishes and utensils are to be thoroughly washed and returned to the proper place in the kitchen.
- Be mindful of how you attach decorations to the walls so that not too much damage is done. Any damage to walls will be repaired by June 15.
- Sand/water tables are to be left free of debris on Fridays.
- Hallways are to be left clear of debris, clothing and schoolwork each day.
- Outdated notes are to be removed from bulletin boards.
- Classrooms are to be vacuumed at the end of the day.
- Closets and cabinets are to be left clean, organized, and neat.
- Classroom doors are to be locked and closed at the end of the day.

Water Table Policy

Children must wash hands before and after they play in the water table. Require the children to wash with soap and water at the sink. Do this from the beginning of the year so that a routine is established.

Diaper Changing Process – Stand-up Diapering

1. Wash your hands before and after you change diapers
2. Change diapers in the restrooms with toilets available.

3. Get down on the child's level. You may sit in a chair/on a step stool or on the floor.
4. Wear gloves when removing the soiled diaper.
5. Have the child stand in-front of you during the diaper change. Have the child hold-up their shirt to involve them in the process. As their skills improve, you may also ask them to pull down their pants/shorts.
6. Once the diaper is off, use wipes to clean them thoroughly. This process may take several wipes to ensure they are completely clean. (If a child has had a BM, you may choose to lay them down on a changing pad to make sure they are completely clean)
7. Once the child is clean, you may throw away the diapers and wipes. (Have a bag with you to put diapers/wipes/gloves in; throw away bag when finished)
8. Before putting on the clean diaper, offer to have the child use the toilet. If they choose not to, then move to the next step. If they choose to sit only, give them a few minutes to get used to the toilet. You may encourage them to use the bathroom, but do not require them to do so. If they do use to the bathroom, a natural reward system should be used – such as being able to flush the potty. Encourage them to wipe themselves when they are done and help them to make sure they are clean. Once the child is clean, you may remove your gloves.
9. With clean hands, you may open the new diaper and put it on the child with them standing up. Remember to have them hold up their shirt. As their skills improve, you may have them pull their pants/shorts up by themselves.
10. Once finished, ask the child to wash their hands and help them if necessary.
11. If a mat was used, you will need to sanitize it with DSD or Nu-Quat.
12. Please dispose of all diapers/wipes/gloves in a covered trash can.

Materials and Resources

1. Books and puzzles are to be changed out often to provide new and interesting items for the children. Return all items back to their appropriate place on the bookshelves when finished.

2. Classroom toys are available in the closets in the hall. Teachers are also welcome to exchange items between classrooms. Items were purchased for the preschool in general and not a particular classroom. Before exchanging toys however, make sure that the toys you are getting are age appropriate.
3. Art supplies are located in the closets in the hall. Please take only what you will be using for the day or week. Do not hoard supplies. If we need more, we will order more.
4. A supply list will be kept and periodic orders made. If you need special items plan ahead so these items can be ordered. Please try to use items in the supply cabinets when planning for the month. It is up to each teacher to look to see if we have the supplies before requesting to have it purchased.

Children's Portfolios

Portfolio records will be kept on each child in the classroom to document development. It is the teachers' responsibility to design, implement, and maintain the portfolios. Some items that may go in the portfolio include artwork, anecdotal records and developmental assessments. Folders, file boxes, etc. will be provided by the COJ! office. Portfolios are to be kept in the classroom.

Teacher Portfolios

Each teacher will create and maintain a professional portfolio as specified by ELEA standards.

Curriculum

The preschool has a working curriculum plan that includes goals, objectives and examples of concepts and activities. These guidelines and the developmental needs of the child provide the basis for lesson plans.

Lesson plans will be done weekly on a COJ! lesson plan form. The plans must be complete, neatly written, and appropriate for the intended classroom. One copy of the week's plan should be posted in the classroom and one copy should be turned in to the Director. The Director/Curriculum Coordinator will check lesson plans weekly.

All teachers need to send home occasional notes describing something the child has done, experienced, and/or enjoyed. These notes should be positive in nature. Toddlers/Twos teachers will send home daily reports. 3's Teachers will utilize a daily report from August through December. Beginning in January, 3's teachers may change to a weekly report. 4's and transition teachers will send home weekly reports. Parents appreciate knowing what songs, books and activities you are utilizing. At the beginning of each month, teachers will send home a classroom newsletter, lesson plan outline or bullet points, calendar of events, and the school newsletter.

Daily Schedule

A daily schedule is to be posted for each classroom. The daily schedule must be approved by the Director before posting. All efforts must be made to adhere as closely as possible to the daily schedule. However, keep in mind that if children are enjoying an activity and it is appropriate and doesn't interfere with another class's schedule, flexibility is appropriate.

Outdoor play provides greater freedom and flexibility, fuller expression through loud talk, and greater range of active movement. Outdoor play extends for opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. We will provide a balance of active and quiet play that incorporates groups and individual activities, both indoors and outdoors with a minimum of 60 minutes of moderate to vigorous activity for toddlers, and 90 minutes of moderate to vigorous activity for pre-kindergarten age children.

Attendance

Teachers are to check attendance daily. At the end of each week, the attendance sheet must be turned into the office. Sign in/out sheets must have the arrival and departure time as well as parent's/teachers initials.

Staff Meetings

Staff meetings are held throughout the year and are mandatory. In case of illness or emergency, the employee must give notification to the Director. Staff meetings provide an opportunity for disseminating information, sharing ideas, and giving support. They will be announced in a timely manner and any issue(s) a teacher wants to address can be put on the agenda at the discretion of the Director. All employees will be paid for attendance.

Playground

Constant adult supervision of the children on the playground equipment is **imperative**. A teacher should be stationed next to the equipment at all times. Teachers need to station themselves throughout the playground area in order to maintain proper supervision. There should be no more than two classes using the playground at the same time. **More than one teacher at a time sitting down while outside is discouraged, unless the teachers are involved in an activity or interacting with the children.** Children should go outside every day except in inclement weather. During inclement weather the gym area may be used. Please check with the Director first to make sure we do not interfere with Church activities.

Playground safety is always a concern. To ensure the quickest response time possible in an emergency, 2-Way radios are used on the playground daily. While outside, one person should have the 2-Way radios on their person at all times. The other 2-Way radios will be located with the Director or her designee. Should you need assistance for any reason, please use the 2-Way radios to contact the office as quickly as possible.

First aid supplies should be taken when the class goes to the playground. Teachers also need to be aware of the possibility of snakes due to the location of the playground next to a wooded area. One teacher should scan the playground for hazards before children are allowed into the fenced area or on the equipment. Some general playground rules include:

1. All equipment will be used appropriately.
2. Only teachers may open and close gates.
3. Each classroom is responsible for putting away any toys used while outside, with the last class making sure the sand boxes are covered and that all loose toys are put away.
4. Actively watch the children at play; visit with the children not the adults.
5. Children are to wash hands after playing on the playground.
6. Only two classrooms are to be on the playground at the same time.

Appendix A

Statement of Commitment and Confidentiality

Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of ethical conduct. To the best of my ability I will:

- * Never harm children.
- * Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- * Respect and support families in their task of nurturing children including maintaining confidentiality in all forms of communication.
- * Respect colleagues in early childhood care and education and support them in maintaining ethical conduct.
- * Serve as an advocate for children, their families, and their teachers in community and society.
- * Stay informed of and maintain high standards of professional conduct.
- * Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- * Be open to new ideas and be willing to learn from the suggestions of others.
- * Continue to learn, grow, and contribute as a professional.
- * Honor the ideals and principles of ethical conduct.

Compensation

Beginning compensation, increases, etc. are based on education, experience and work performance. Compensation and any changes should remain confidential between employee and the employer. Any discussion of such can cause conflict. Discussion of any of the above with other current, past and new employees may be cause for grounds of dismissal. If you have a concern with the above, it should be discussed with the Director.

I, _____ I agree to abide by the statements above concerning commitment and confidentiality.

Employee's Signature

Director's Signature

Date

Date

iPad Policies & Procedures

The following policies will go into effect immediately regarding the use of iPads within the classroom.

1. All iPads are to be stored in the office each day and may be checked-out each day for classroom use. Please use the check-out log provided on Kristi's desk.
2. All iPads are to be used on COJ campus only. They may not be removed from the school for any reason.
3. Teachers are responsible for keeping the iPad secure and in working condition. Take every precaution to prevent loss, theft or damage.
4. In the event you lose, misplace or have the iPad stolen while in your possession and signed out to you, please notify the Director immediately. Find My iPhone will be used to help recover the device. Teachers will be responsible for paying the \$75 deductible fee for any iPad that is lost or stolen while signed out to them.
5. iPads are intended for use within the classroom and are for educational/teacher purposes only. Please do not load games or apps that have not been approved thru the Director/Curriculum Coordinator. (i.e. Facebook, games, etc.)
6. Children under 2 years of age may not use the iPad.
7. When used as a center, iPads should have a time limit for each child depending on the activity and the age of the child.
8. Any videos being presented to the children need to be viewed in their entirety for content/language, etc. prior to showing to the children. No exceptions!
9. You may take photos/videos of your classroom, but please keep in mind any students who do not have photo consent on file.

Should you have questions or concerns regarding the iPads, or their uses, please feel free to bring it to our attention at any time.

Staff

Date

Director

Date