

## ST. LUKE-SIMPSON CHILDCARE CENTER PERSONNEL POLICIES

This personnel policy manual is to be considered a part of the conditions for employment at St. Luke-Simpson Childcare Center for all staff.

### Statement of General Policy

The staff of St. Luke-Simpson Childcare Center is a team ministry and mission, each member having her own function, each an integral part of the whole.

### Employment

It is our policy to select employees on the basis of individual character and abilities in relation to the requirements of the specific job and of the staff team. Race, national origin, sex, or age shall not be a consideration. Membership in this church shall not be a requirement of employment. All center staff must be at least 18 years of age or older. However, the center may employ a person 17 years old that works under the direct supervision of a qualified staff person.

### Periods of Employment

Each preschool employee is employed August through May each year following the Calcasieu Parish Public School calendar.

### Terms of Employment

Salary will be based on years of experience, prevailing minimum wage, the holding of an education degree, and/or job classification.

### Special Considerations

Occasionally, employees may desire to work in two different areas (preschool and daycare). Each request of this nature will be handled individually. Considerations for approval include review of the employee's written request for additional work, present working schedule, limitations of hours/week to be worked, and job performance.

### Written Application Form

Each applicant shall submit an application form furnished by St. Luke-Simpson Childcare Center. This application will indicate the applicant's experience, training, and knowledge of the position desired. Consideration for employment includes the following: previous experience, training, manner and appearance, creativity, emotional stability and maturity, leadership capacity, the ability to interact professionally with parents, and the ability to get along with others. The results of reference and background checks also affect employment.

### Health Requirements

All center staff shall be required to obtain three months before or within 30 days after beginning work and at least every 3 years thereafter, a written and dated statement from a physician certifying that the individual is in good health, physically able to care for children, and is free from infectious diseases. The Director or any center staff shall not remain at work if she has any sign of a contagious disease. Substitute workers shall meet the same medical requirements as regularly employed personnel.

### Personal Interview

All qualified applicants will have a personal interview with the Director or designee after references are checked.

### Probationary Period

All newly hired employees will be under a 30 day probationary period. Upon successful completion of the probationary period, the employee will be considered a permanent employee.

### Orientation

Orientation of new staff employees shall be conducted by the Director or her representative.

Orientation will include:

- A tour of the center
- Introduction to staff members
- Review of duties
- Review of emergency and evacuation procedures, center policies, and health and safety procedures
- 4 days of supervised working with children

Documentation of orientation shall consist of a statement signed by the employee and the Director or her representative stating that orientation was conducted. Orientation shall be prior to first day of employment.

### Job Description

A written job description will be reviewed prior to first day of employment. It will become part of the employee's personnel record.

### Purchase of Classroom Supplies and Teaching Aids

A monthly allotment for classroom supplies is included in the center's budget. This allotment includes all supplies purchased for the center for both the preschool and daycare. These supplies include such things as construction paper, art supplies, classroom toys and manipulatives, teaching aids, library books, etc.

The approval to purchase classroom supplies rests with the Director. If a staff member needs something for her classroom, she must first have the purchase approved by the Director. This should be done after it has been determined that this needed item has not already been purchased or is not currently available to her by another teacher or is in stock. By having the purchase approved, the status of the monthly budget can be monitored. If a teacher purchases items not previously approved, she may not be able to be reimbursed for those items.

### In-Service Training

Each employee is required to receive CPR instruction according to the current state requirements for those employed by childcare centers. Each employee is required to receive Health and Safety training hours as currently required by the state. Staff is required to attend an additional training session. If an employee has registered to attend a seminar for which a fee has been charged and fails to attend that seminar, the staff member must then get the training completed on her own. She will then be responsible for payment of such training.

### Procedures for Terminating Employment

An employee wishing to terminate employment during the contract year must do so in writing to the Director at least thirty days prior to termination. If an employee will not be returning for the fall session, she must notify the Director prior to registration which is held during the month of February of the current school year.

Any employee doing unsatisfactory work shall be informed of the problem by the Director and given a reasonable period of time to correct the deficiency. It is the Center's desire of giving all employees every reasonable opportunity to correct unsatisfactory work performance if the employee evidences an earnest desire to improve. Only after such a time, if satisfactory progress is not made, the employee may be dismissed.

Any warning notice(s) will become part of the employee's personnel file. This notice will be dated with written reason(s) for the warning given and signed by the Director and the employee.

Special Note: If a significant drop in enrollment occurs or budget cuts must be made, employees may be terminated with 30 days notice. This termination would not be a reflection on the employee's performance.

#### Personal Visits and Phone Calls

A staff member should limit personal visitors to the center. At no time should an employee have personal visitors with her in the classroom or naproom or anywhere else in the center where children are without the approval of the Director or her representative. Personal phone calls received and made should be limited to emergency calls or those that cannot be made after working hours.

Cell phones are not to be used during a staff member's working hours.

#### Causes for Immediate Dismissal

Use of alcoholic beverages: Drinking on the job, reporting to work under the influence of alcohol, or reporting to work in a condition prohibiting efficient work due to prior use of alcohol shall be just cause for immediate dismissal.

Drugs: The use of illegal drugs or the use of drugs that alter behavior, reporting to work under the influence of drugs, or reporting to work in a condition prohibiting efficient work due to the prior use of drugs shall be just cause for immediate dismissal.

Abuse: Physical, emotional, verbal, and/or psychological abuse of a student, staff member, or parent regardless of motive shall be just cause for immediate dismissal.

Discussion of wages: Under no circumstances is it necessary to discuss wages earned with other employees, parents, or members of the community. Discussion of wages or any other financial matters of this center shall be considered unprofessional and shall be cause for immediate dismissal.

Other Causes: Failure to treat all information regarding members of St. Luke-Simpson Childcare Center (to include children, parents, families, staff, and volunteers) with strictest confidence shall be cause for immediate dismissal.

Termination of employment shall be a joint decision of the Director, the Director of Children's Ministries of St. Luke-Simpson Church, the pastor of St. Luke-Simpson Church, and the Childcare Center's Advisory Committee.

#### Wages

In setting a salary schedule for staff, the following factors are taken into consideration: current salary in other childcare centers for comparable positions, responsibilities of the job, training, education of the staff member, experience of the staff member, and the amount of time the employee works.

The cut-off date for hours worked will be the 3<sup>rd</sup> Friday of each month. Monthly checks will be distributed on the last day of the month except for the month of December. In December, the checks will be distributed on the last day of the preschool before the Christmas vacation for salaried employees.

#### Hours

All employees shall be expected to report to work promptly. The Director will not continue to employ any person with a record of excessive absences or tardiness.

If a preschool staff member is also a regularly scheduled staff member of the daycare, she may be required to work during those days when the preschool is closed and the childcare center remains open.

### Emergency and Personal Leave

9 month salaried employees receive 5 days in emergency/personal leave per contract period. 12 month salaried employees receive 7 days of emergency /personal leave per contract period. When this allotment of leave time is used up, absence from work will be deducted from the staff member's monthly salary.

Hourly employees receive 3 days in emergency/personal leave per year.

Emergency/Personal leave hours are not accrued from year to year. No reimbursements for hours not used will be made.

### Absences and Substitutes

All absences from work must be documented by an "Absence from Work" form. It is the staff member's responsibility to see to it that this form is filled out correctly. It is each staff member's responsibility to find a substitute for the work period missed and to orient that substitute to all duties performed, to leave a detailed lesson plan, to have on hand all needed supplies, and to share information concerning any special needs or allergies of the children in her care. Failure to provide an appropriate substitute is grounds for suspension and /or termination.

### Holidays

The preschool calendar will follow the Calcasieu Parish Public School calendar for major holidays and closures due to inclement weather. The preschool will NOT close for public school teacher inservices or banked days. The Childcare Center reserves the right to vary the schedule according to our needs.

### Vacation

After 3 years of employment, 12 month salaried employees will receive 2 weeks paid vacation. Dates are to be decided by September 30<sup>th</sup> for the fall and spring terms and by May 1<sup>st</sup> for the summer session. Vacation cannot be taken during the first month of the fall session or the first week of the summer session. One salaried daycare employee must be available to work—both salaried daycare staff members cannot take vacation at the same time. It is the responsibility of the staff member to find substitutes for the time she will be gone and to orient that substitute to the specific job duties and special needs of the children in her care.

### Serious Grievances

Each employee has the right to express a grievance to the Director or to the Senior Pastor. This grievance must be in writing with the staff member's signature.

### Supervision

The staff will be responsible to the Director of the Childcare Center or her designee. The Director of the center is responsible to the Senior Pastor.

### Personnel Differences

In the event of a lack of agreement on procedure between members of the staff, the Director will make the final decision. In the event of lack of agreement on procedure between members of the staff and the Director, the Director will consult with the Senior Pastor. The Director will make the final decision.

### Staff Meetings

Attendance at regularly scheduled and emergency staff meetings outside of regular working hours is expected. Staff meetings for preschool staff will be held once a month, beginning at 12:15. Other meetings will be called as needed. Staff meetings for daycare staff will be held quarterly at 5:30.

### Personal Dress Code

1. Pants-must not show exposed inappropriate body parts or undergarments. NO SWEATS OR PAJAMA PANTS

2. Shirts-must not show exposed inappropriate body parts or undergarments, must not display inappropriate pictures, advertisements, etc.  
NO TANK TOPS, HALTER TOPS, OR SPAGHETTI STRAP SHIRTS
3. Shorts –must be approximately mid-thigh in length  
NO ATHLETIC SHORTS
4. Dresses or skirts –must be long enough that interaction with children is not restricted.
5. Clothing advertising other daycares are not permitted.
6. All piercings should be not more than a small stud with the exception of earrings.  
Earrings must not be longer than 1 inch in length.  
NO EXCESSIVE PIERCINGS
7. Hair-Eccentric hair colors (pink, blue, green, etc.) are not allowed nor are eccentric hair styles.  
NO SLOPPY OR MESSY HAIR
8. All tattoos must be completely covered.
9. Footwear-must be appropriate for moving safely and quickly.  
NO HOUSE SHOES/SLIPPERS

**Employees that want to be treated in a professional manner by parents, supervisors, and other employees must dress and behave in a professional manner.**

It is possible to wear clothes appropriate for working with children that are both comfortable and professional looking.

Procedures to ensure that the dress code is being followed:

1. Employee will receive a note in their box addressing the rule not being followed.
2. If the employee continues to disregard the rules, they will be written up.
3. The employee will be let go when 3 write ups have been made for violation of the dress code.

The use of tobacco is not permitted on the premises of St. Luke-Simpson Methodist Church.

### EXPECTATIONS OF STAFF MEMBERS

Professional Attitudes: We are role models for young children and their families. We accept all people and give unconditional acceptance. In an effort to support the families we serve, the following will be observed:

- Do not discuss children or their parents with other persons.
- Never discuss a child when other children are present.
- Never discuss a child within his/her hearing.
- Never discuss one parent's handling of a child with another parent.
- **Never discuss other staff members or confidential center affairs with parents or the community.**

Classroom Scheduling:

- The room is in readiness before the children arrive. Supplies are on hand for all activities. Before the children arrive, quickly check to make sure that outlet plugs are covered, cleaning supplies are locked away, and the room is free of hazards.
- Snack time should be a time when the teacher interacts with the children in discussing table manners.
- Each child's day should have times for quiet activities, story times, and physical activities.
- Movie-watching should be kept to a minimum and should pertain to a subject or topic being studied. Reading books to children or allowing them to use manipulatives or games is much more appropriate than using movies as a baby-sitter.

### Record-keeping

- If you have concerns about a child's development, keep examples of the child's work and/or notes describing the behavior not age-appropriate for that child.
- If a child is injured, that injury must be recorded in the accident log book located in the office. Send home an injury report form to the parents if a call was not made.
- Biting incidents must be recorded and phone calls made to both sets of parents. The names of the parents are not shared with either parent. Do not write the biter's name on the injury report.
- Head injuries—anything above the neck—must be recorded and a phone call made to the parent.

### Greeting and Dismissing Children

- Each child should receive a personal greeting upon arriving at school. Parents are also to be greeted if they are with the child. Arrival is a good time to do an assessment of the child—touch them to see if they are feverish, observe their general appearance to detect signs of illness or injuries.
- If a staff member notices an injury on a child when he/she arrives, the form "Injuries Noted Upon Arrival" must be filled out. These include injuries such as bruises, serious burns, cuts, or any wounds. Noting these injuries protects not only the center but the child.
- Only persons listed on the child's registration form may pick up a child from the center. If a parent needs to have someone else pick up the child and that person is not on the list, the parent may fax a permission note to the center. Permission may not be given over the phone.
- No child will be released to a parent or other person who appears to be under the influence of drugs or alcohol.

### Diaper Changing

- Changing table paper must be used and a new sheet used for each child.
- Children should never be laid on the floor to change diapers or clothes.
- Staff must wash their hands after each diaper change and new gloves worn.
- Diapers must be disposed of correctly.

Guidelines for Parent-Teacher Conferences: Each teacher is expected to have at least one in-house conference per year. A teacher should stay in contact throughout the year by using newsletters, calendars, personal notes, and/or telephone calls. The following suggestions may be helpful when you meet with parents:

- Be prepared for the conference. Take note of specific behaviors and/or developmental concerns you wish to have. Have examples of the child's work to share with the parent.
- Open and close conferences on a positive note.
- Help parents bring up concerns they may have about their child or about school. A good question to ask is "How does John feel about school?"
- Do not alarm the parents needlessly. If there is a real problem, you must tell the parents about it, but, when possible, emphasize that it is a common problem of children this age. If the problem concerns the child's behavior, tell the parent that it is the behavior you disapprove of and not the child.
- Help the parents come up with suggestions that may help the child. "How do you handle this at home?" or "Have you found a technique that works for you?"
- If the parents press you for suggestions, always give at least 2 suggestions while emphasizing there may be more ways of handling the behavior. Encourage them to search for answers in books, on-line, or in discussion with the child's doctor.
- Choose a time and place for the conference when you will not be interrupted or feel uncomfortable.
- Do not waste parents' time. Stick to the subject and close at a preset time.
- End the conference with a summary statement emphasizing the suggestions that were made. Set a time to evaluate the situation.

## GUIDANCE AND DISCIPLINE

Discipline is necessary for all of us to live in this world together. Without discipline, we wouldn't be able to accomplish all of the things necessary to our daily lives. An important part of our teaching task involves helping children develop inner discipline. Teachers must provide rules, logical consequences for breaking the rules, and be willing to give more responsibility to the children as they are able to assume it.

The first step toward a disciplined classroom is to know what to expect. What is reasonable behavior for the age and development level of the child in your care? Make sure that the children know what the rules are for your classroom and be consistent in enforcing them.

Time-out is used as a discipline at our center. A time-out limit is set according to the age of the child—2 minutes for a 2 year old; 3 minutes for a 3 year old; and 5 minutes for a 4-5 year old. Never leave a child in time-out longer than these times. When getting the child from time-out, explain to him/her what the infraction was and what the correct behavior should be.

Adequate planning is a major factor in developing a disciplined classroom. Children who are bored will always misbehave as will children with too much stimulation.

There must be the use of positive, constructive directions: For example:

- Say "Sit on the swings" instead of "Don't stand on the swings".
- Say "Use walking feet in the building" instead of "Don't run in the building".
- Say "Please share the toys" instead of "Don't take that away".

Be consistent. Make only those rules needed for the welfare of the class. Then, consistently enforce them. Sometimes exceptions must be made—a child has something going on at home or is not feeling well.

Be loving, but do not confuse loving with license. Love involves high expectations from and toward the person who is loved. They have a right to expect our best, and we have a right to expect their best.

Listen to the child's point of view. Teachers do not always see and hear it all. Many times our job is not to pass judgement but to give each person a hearing and help them to work it out.

Appreciate each child's point of view. "I know you don't want to come inside, but it's time for lunch."

Share ownership and responsibility with the children. Use the words "our room" or "our toys".

Routines need to be established and followed when possible. Rules are made and enforced because they benefit the group. The children need to see the benefit in following the rules and developing inner control.

Summary: Not all discipline problems will be solved by the above methods. The majority of children will respond to what has been suggested. Most children want to please adults who are meaningful to them. Sometimes, though, there is a child who resists all efforts to integrate into the life of the group. The child may be extremely aggressive, lashing out physically and verbally at people. The child may be destructive or may completely withdraw.

Problems such as these are the joint responsibility of the teacher, the Director, and the parents. With love and concern, they need to explore all the possible causes for the behavior. Is this behavior

typical at home? In other groups of children? In neighborhood groups? Is this behavior typical of the child or untypical? Professional help may be needed to address these issues.

Decisions must be made to continue working with the child, to recommend that the child be taken out of the classroom, or to refer the child for professional help. The best interests of the child, the family, and the rest of the class must be considered.

## HEALTH AND SAFETY

### When a Child is Ill

When a child becomes ill during the day, the teacher or Director will contact the parents. If the parents cannot be reached, the child will be isolated from the other children until a parent or other authorized person can be reached. An illness report must be filled out.

### Symptoms of Vision Problems

- Frequently rubbing eyes and complaining that eyes hurt
- Being unable to locate and pick up a small object
- Holding books, pictures, or toys too close or too far away
- Lack of enjoyment of books by age 2

### Symptoms of Hearing Problems

- Failure to turn when called by name from behind
- Continuous use of a loud voice or monotone
- Turning the ear toward the same sound regularly
- Frequent ear infections or ear aches
- Failure to enjoy music or stories by age 3
- Turning the speaker's face toward him/herself in order to pick up lip cues

### Symptoms of Impaired Language Development

- Inability to name people, toys, and/or objects in picture books by age 2
- Incomplete sentences by age 4
- Cannot be understood by people outside of the family by age 4
- Infantile grammatical patterns such as "him can" or "me won't" by age 5

### Symptoms of Delayed Motor Development

- Inability by age 3 ½ to walk up and down stairs, one foot to a step
- Inability by age 5 to balance on one foot
- Inability by age 5 to place one foot directly in front of the other and walk a taped line on the floor
- Inability by age 4 to catch and throw a medium sized ball
- Inability by age 5 to sit still in one place for a reasonable length of time (4-5 minutes)

### Symptoms of Emotional Problems

- Deliberately hurting animals or people, especially after age 3
- Lack of enjoyment in playing with other children, inability to take turns and share by age 4
- Frequent crying and depression for no apparent reason
- Fears beyond the norm for the age group
- Excessive anger or aggressive behavior for no apparent reason

## PLAYGROUND PROCEDURES



Playground safety is an important focus for all staff members. Several steps are necessary to accomplish the reduction in the number and severity of accidents.

- Encourage the children to develop safe habits. Make sure that they understand the playground rules and then be consistent in enforcing them.
- Be aware that it is the teacher's and or aide's responsibility to supervise the children at all times. When your class is on the playground, it is not the time to be getting papers ready or working on crafts unless you have an aide there whose responsibility it is to supervise the children. Do not expect another teacher to watch your class for you.
- Be involved with the children on the playground. If you sit down, you must be facing the children and be able to see all of the children.
- Be actively involved in playground safety. Monitor the children and immediately deal with children who are not following the rules.
- The number of children on the playground must not exceed 24 on the 2's playground and 26 on the 3's, 4's.

### Instructing the Children About the Use of the Equipment

Swings: Tell the children to:

- Sit in the center of the swing, do not stand or kneel
- Hold on with both hands
- Stop the swing before getting off—no jumping from the swing
- Allow the swing to stop on its own—do not kick the rocks unnecessarily
- Walk around a moving swing
- Avoid pushing anyone on a swing and do not allow anyone to push you
- All face the same way
- Avoid climbing or playing on the swing frames
- Avoid swinging empty swings or twisting the chains

Slides: Tell the children to:

- Hold on with both hands as they go up the steps of the slide
- Slide down feet first, sitting up, one at a time
- Be patient. Do not push or shove from behind
- Move away from the bottom of the slide after they have gone down.

### Accident and Emergency Procedures

We hope that accidents never happen, but children are active, unaware of environmental hazards, and naturally prone to do things that may result in injury, despite the finest supervision. To be ready for an emergency, the following will be observed:

- There will be a plan of action in place:
  1. The parents' written permission for emergency treatment will be in each child's file.
  2. The Director of her representative will contact a local physician, clinic, or hospital.
  3. If necessary, the local emergency rescue squad or ambulance service will be contacted. A vehicle will always be available for transportation if emergency services are not available.
  4. Emergency telephone numbers are kept in well-defined areas.

In the even of an accident or emergency, it is important to remember that children will react as we do—calmly or frantically.

Warning signs that could indicate a serious injury:

- Persistent vomiting
- One pupil larger than the other
- Sleepiness at inappropriate times

## INFECTION CONTROL PRACTICES AND DISEASE PREVENTION

Hand washing is very important for both staff and children. Hands should be washed upon entering the center, before preparing and eating snacks and meals, after toileting and changing diapers, or anytime hands become soiled. Procedures shall ensure that staff teach the use of running water, soap, and single use of disposable towels. Hands shall be washed at least 10 seconds with soap and running water.

Noses shall be blown or wiped with one-use tissues that are discarded correctly. Draining or oozing sores shall be covered.

Procedures for handling blood or other bodily fluids:

- For spills of vomitus, urine, or feces—floors, walls, bathrooms, table tops, toys, and diaper changing tables shall be cleansed and disinfected.
- When blood is evident, gloves shall be worn and shall be disposed of correctly.
- Mops shall be cleaned, rinsed in sanitizing solution, and then wrung dry as possible and hung to dry.