

## Required Supervision Policies

It is essential that all staff members take full responsibility for the health and safety of all the children at the Early Childhood Center. This means being aware of the entire group of children, and making sure that ratios are maintained at all times.

**The following policies on supervision are required Accreditation criteria by the National Association for the Education of Young Children.**

### Infants and Toddlers/Twos:

\*Teaching staff must supervise by positioning themselves to see as many children as possible.

\*Teaching staff must supervise infants and toddlers/twos by sight and sound at all times.

\*When infants and toddlers/twos are **sleeping**, direct visual and auditory supervision is required. Moreover, Lead Teachers and Assistant Teachers must be aware of, and positioned so they hear and see, any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.

\*Sides of cribs must be checked on a regular basis to ensure that they are up and locked.

### Preschool:

\*Teaching staff must supervise by positioning themselves to see as many children as possible.

\*Teaching staff must supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (i.e., children who can use the toilet independently who are in a library area, or who are napping.)

### Playground:

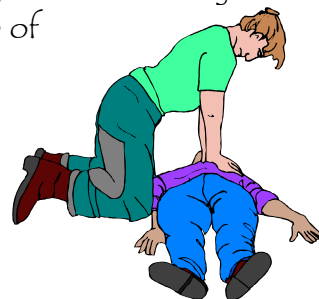
\*Teaching staff are required to offer a sufficient range and number of challenging activities for the children.

\*Staff must be available to prevent accidents, and to guide children to appropriate behaviors.

\*If staffing permits, there needs to be a staff member on each fourth of the playground, with special caution given to climbing structures and water play areas.

## Pediatric CPR & First Aid Policy

As stated in criteria 5.A.03 of the NAEYC Health Standard, "At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, must always be present with each group of children."



## Child Discipline Policy

We believe that the purpose of discipline is to guide the children towards appropriate behavior. Therefore, the use of the words "no" and "don't" should be used in extreme moderation. There are specific techniques we use to guide positive interactions: conflict resolution, redirection, and positive reinforcement. **At no time will children be isolated or left alone, nor will staff of the Early Childhood Center use any form of physical punishment.**

## Safety Policies

### Head Count of Children

The staff of ECC is responsible and required to take a headcount of the children in their class in accordance to their roll sheet. Because of this, it is important to take the time to update roll sheets when each child arrives. Roll must be taken each time the children transition from one area to another, such as from the classroom to the playground.

### Lost Child Policy

In the case that the count reveals a child is missing, all staff and the Director must be informed immediately. The children in each class will be collected and kept together with at least one adult while the other staff searches the suspected areas, inside and out. If there is not sign of the child after a thorough and comfortable search, the teacher and/or Director will call 911, and the parents/guardian immediately.

### Child Picked Up After Closing or Not Picked Up At All

All families are asked to arrive before 6:00pm to pick up their children so that they may have the time to collect their belongings. Parents/guardians who are running late are asked to call the school so that we are able to inform the child and alleviate any concerns. If there is no contact by the parents by the time the school is closed, we will begin calling the numbers on their emergency contact list until we have reached someone that has been authorized to be responsible for the child. In the event that no one can be reached and we have put forth sufficient effort, the local police department will be notified. In these events, at least 2 staff members must stay with the child for safety reasons..

### Family Access and Release Policy

The Early Childhood Center has a Family Access Policy, whereas known parents and family members may enter the school grounds, facility and/or classrooms at any time. However, the children of the Early Childhood Center will only be allowed to leave with their parents and the people that have been authorized on their emergency consent form, or by written authorization. It is the responsibility of the parent to inform any person that may be unfamiliar to the staff that they will be required to

present identification for the release of the child. If ECC staff has any doubts, parents will be called to confirm the release.

## Health Policy

Sick children cannot be cared for at school. If a child becomes ill while at school, the parent/guardian should be notified by an ECC staff member immediately. We do not have the facility for an "isolation area" for sick children, so if we are unable to get a hold of the parent/guardian, we will begin to call other contacts listed on the child's emergency file. In an effort to create a healthy and safe preschool environment, the Early Childhood Center will adhere to the following policies recommended by the State of California Department of Public Health.



1. A child's parent/guardian should be notified immediately if they exhibit any of the symptoms of contagious illnesses listed below:
  - Fever of 100 degrees F. (auxiliary) or higher within 24 hours
  - Thick, colored nasal discharge
  - 3 or more loose, watery stools within 24 hours
  - Thick, colored drainage from the eyes
  - Vomiting on 2 or more occasions within 24 hours
  - Within 24 hours of starting any antibiotics
  - Any evidence of lice
  - Any unusual rashes not associated with diapering, heat or allergies.
2. Children must be free from these symptoms for 24 hours before returning to school.
3. The Director must be notified immediately if a child in any classroom is diagnosed with, and/or has exposed other children to any contagious illness. In these events, an Exposure Notice will be sent out to the appropriate families.
4. Staff members must be overly cautious in regard to hand washing for both adults and children at school. Hands should be washed at the following times:
  - Upon arrival at school.
  - Prior to handling or eating food.
  - After using the toilet or helping a child use the toilet, and after a diaper change.
  - After blowing nose.

## Medication Policy

Children must be on medication for 24 hours before returning to school. In the event that a child will need medication while at school, we will only administer oral medication that is prescribed by a doctor, and in the original container. Exceptions will only be made at the discretion of the Director. An "Authorization to Administer

Medication" form must be filled out, or medication will not be given. Medication must be stored in the refrigerator in a labeled plastic container (Rainbow Room & Teddy Bear medication will be stored in the Little Stars refrigerator).

### Exposure Notices

In the event that a child or staff member has a contagious illness or disease, an Exposure Notice will be distributed to the classroom families where the exposure has occurred. ECC staff must notify the Director immediately when a contagious illness or disease is identified.

### Sunscreen Application Authorization

Each child whose parent or legal guardian requests that sunscreen be applied while they are at school must have a signed Authorization to Apply Sunscreen form on file

### Nutritional Policies and Practices

Mealtimes provide a rich opportunity for adults to model and encourage healthy eating habits. Therefore, we encourage parents to pack nutritious foods and 100% juices, water, milk in their child's lunches. Parents are also welcome to bring a nutritious snack to share for Parent Participation credit.

It is a Licensing regulation that all food items in children's lunch boxes must be labeled with names and dates! Please be sure that all parents are informed of, and comply with this regulation!

ECC staff must be aware of any food allergies among the children in the class that they are working in! **It is important to note that because of our Confidentiality Policy, names of children with allergies must not be disclosed with other families.**

### Sanitation Measures

*In order to minimize the spread of infection, the Early Childhood Center has adopted the following procedures:*

#### DIAPERING PROCEDURES

- All infants and toddlers who wear diapers will use disposable diapers.
- A fresh piece of disposable paper will be placed under each child prior to diaper change.
- Staff will wear disposable gloves when changing diapers. Used gloves will be disposed of, and a new pair of gloves must be put on after each soiled diaper.
- The changing table will be washed with a bleach solution or disinfectant after each diaper change
- The staff will wash their hands, and the child's hands, with soap and running

water after each diaper change.

#### HANDWASHING PROCEDURES

- Use soap and water to wash hands. Using hand sanitizer will not take the place of washing hands with soap and water! *Hand Sanitizer should only be used when soap and water are not available.*
- Rub hands for at least 20 seconds.
- Rinse completely.
- Dry hands with a disposable paper towel.
- Use towel to turn off faucet.
- Infants, toddlers, and preschoolers will be supervised in thorough hand washing after toileting, after playing outside, and before and after eating.

#### CLEANING PROCEDURES

- All tabletops and eating/food preparation areas will be wiped with a bleach solution and/or disinfectant before and after lunch, snack and activities.
- All exposed surfaces in the classrooms, such as tabletops and counters, will be wiped with a bleach solution and/or disinfectant at the end of each day, and as needed.
- All plastic and wooden toys in the infant/toddler classrooms will be scrubbed and washed with a bleach solution and/or disinfectant daily.

### **Accidents and Injuries**

In the event of an accident or injury which requires medical attention, staff shall immediately notify the parents/guardian and/or medical personnel as instructed in writing on enrollment forms by the parent. The Director shall also be notified as soon as possible, and the appropriate licensing form will be submitted within 24 hours of the incident.

### **"This Is What Happened Today..."**

#### **Communication Forms**

It is necessary to keep communication open between parents and staff. Due to this importance, a "This Is What Happened Today..." form is filled out by a staff member whenever something out of the ordinary happens to any of the children, such as a minor injury, accident, bite, soiled clothing, etc. These forms are to be used as a means of communication between the staff and families. Completed forms must be signed, dated, and placed in the child's file.

### **Early Childhood Center Employee Assistance Fund**

The Early Childhood Center Board will entertain a request for financial assistance for a maximum of six weeks while on Extended or Short-Term Medical Leave, contingent

upon funds available in the Employee Assistance Fund. Employees must submit a written request to the ECC Board three months in advance if possible, or as soon as a circumstance arises. The employee must use any earned paid vacation and/or sick leave before receiving assistance.

### **Professional Growth**

Regardless of previous education and experience, it is important for teaching staff to be encouraged, and/or expected, at the Director's discretion, to continue their education and training in child development. This continued study and training will, at times, take place on the employee's own time outside their scheduled working hours. Trainings and in-services may include, but not be limited to, in-service staff meetings at ECC, parent meetings, study of current books and literature, attendance at appropriate professional conferences or workshops, membership in recommended professional organizations, or enrollment in pertinent courses offered at nearby colleges and universities.

### **Substitute Book & Planned Absence Form**

Staff members are responsible for covering their shifts when absences are planned. An Authorization for Planned Absence(s) must be filled out and signed by the Director in advance of each planned absence. In addition, each staff member must document any planned absence and substitute coverage in the Substitute Coverage Book.

### **Cell phone Use**

Employees should not make personal calls, text message or use their cell phones while on duty, except in the case of an emergency. Personal calls should be made during breaks or lunch time.

### **Personnel Belongings**

The Early Childhood Center is not responsible for lost or stolen personal possessions of employees.

### **Extended Care Staffing**

The Early Childhood Center will provide Extended Care during our school closures, with the exception of Martin Luther King Jr.'s Birthday, Memorial Day, July 4<sup>th</sup>, Christmas Day, and New Year's Day. A sign-up will be sent around in advance for staff to indicate the days that they are available to work, and a set schedule will be generated from these sign-ups. Staff who choose to work during our Extended Care will be paid on a set hourly rate on the Pay Day following the school closure.

## Work Parties

Approximately every other month, the Early Childhood Center holds a "Work Party" during which parents are expected to provide maintenance to the school. Work Parties are usually held on Saturdays, from 9:00a-12:00p. Each Lead teacher will be expected to be hold one Work Party each year. In addition to supervising a Work Party, Lead Teachers will be expected to make and hang posters at least one week in advance, purchasing any needed supplies (receipts may be submitted for reimbursement), and checking with other staff to see what jobs need to be completed.

## Fundraising

The Early Childhood Center strives to implement several fundraising opportunities each year. Staff are expected to participate and support these fundraising endeavors.

## Procedures for Staff Promotions

Any position that comes available at the Early Childhood Center will be open to all existing employees before outside applications are considered. When a Lead Teacher position is open, interested employees will be required to submit a Letter of Interest, a weekly lesson plan, and a statement regarding their "vision" for the classroom. Other documents required for submission will be determined by the Director depending on the needs of the particular position. Once documents are submitted, all applicants will be observed and evaluated in the classroom by the Director, the Assistant Director, and a colleague of the Director's choice. Lastly, a final decision will be made after all applicants are interviewed by the Director.

## National Association for the Education of Young Children

### NAEYC Code of Ethical Conduct

NAEYC recognizes that those who work with young children face many daily decisions that have moral and ethical implications. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education. All ECC staff will read and follow the NAEYC Code of Ethical Conduct.

### NAEYC Accreditation

NAEYC Accreditation represents the mark of quality in early childhood education. The teaching staff will strive to maintain the Early Childhood Center's Accreditation status by following the 10 standards required through the National Association for the Education of Young Children.

## Philosophy of Curriculum

The Early Childhood Center believes in providing a safe, nurturing, and challenging environment that recognizes and develops the whole child including the social, physical, creative, emotional and cognitive development of young children. Our curriculum consists of an integrated combination of *NAEYC's Developmentally Appropriate Practice* and *Creative Curriculum*. We use both of these written curriculums to establish a "flexible curriculum framework" in all of our classrooms and outdoor environments. We also believe in an emergent curriculum philosophy, so our curriculum changes each year due to the developmental abilities of our students.

## Curriculum

*NAEYC's Developmentally Appropriate Practice* is applied in our curriculum by focusing on two extremely important areas of child development: age appropriateness and individual appropriateness. Our teachers use both DAP and Creative Curriculum when planning their curriculum, thus providing experiences that are relevant to the young child. Our teachers are trained and knowledgeable on the developmental processes that children go through, and use this knowledge to prepare the environment and to plan appropriate experiences for the children in their classroom. Our teachers also acknowledge that each child is an individual! Children learn and develop at their own rate and have unique personalities, experiences, and family culture. Through observations, assessments, communication with families, and the teacher's personal knowledge, curriculum plans are set up to meet the individual needs and developmental goals of the children. These curriculum plans are created by the Lead Teacher and are planned on a weekly basis and posted daily.

## Assessment Procedures

The Early Childhood Teaching Staff will conduct assessments as an integral part of the classroom curriculum. These assessments will be used to support children's learning, using a variety of methods such as, observations, checklists, rating scales, weekly participation reports, and anecdotal records. Teaching staff will use these assessments to develop and implement curriculum that promote and support children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development. All assessments will be kept confidential in the child's individual file, with access provided only to parents, legal guardians, and ECC teaching staff.

## Parent/Teacher Conferences

All Lead Teachers and/or Primary Caregivers will offer their families Parent/Teacher Conferences twice a year. The first conference will take place in early fall, and will be considered an informal "goal-setting" conference. This conference will introduce



parents to our assessment process, as well as gather information from families (such as family culture, home language, and personal experiences) for curriculum development and individualized teaching. The second conference for families will be to formally present the assessment of the developmental progress of each child across all developmental areas.

## Holiday Celebrations

A "Family Interview" will be handed out to each family at the beginning of each school year, or when a child is enrolled. This form will give families the opportunity to share any special holidays and/or traditions with their child's classroom. In order to offer a developmentally appropriate holiday curriculum that is meaningful to the members of a particular classroom, each classroom may celebrate different holidays. The Early Childhood Center strives to be culturally sensitive to our families, and therefore adopts the following policies:



- Each classroom will be inclusive, and strive to validate all children and exclude no one.
- Teaching staff will concentrate on reflecting on holidays in a way that is important and relevant to all of the children and their families.
- Teaching staff will provide activities that are developmentally appropriate for the ages and stages of the children in their classroom. Children will be provided with concrete, hands-on activities with simple explanations.
- Parents will be welcomed and encouraged to be involved in the planning and implementation of holiday activities and celebrations.
- Teaching staff will be responsible for keeping families informed of upcoming activities and celebrations.

## Classroom Cleaning Charts

Lead Teachers are required to have a cleaning chart posted in their classroom. Cleaning charts must list daily, weekly, and monthly cleaning duties that are assigned to each staff member working in the classroom. After duties are performed, staff are required to sign their initials as a documentation of completion.

## Field Trips

As with all school activities, field trips are part of our educational curriculum. Teachers will plan, with advance notice, occasional field trips based on the needs and interest of the group. Trips will be planned with safety in mind, which are meaningful and relevant to the children. Children will be actively supervised by a responsible adult at all times on field trips. **Staff are responsible for bringing their classroom Emergency**

Backpack, which contains first aid supplies and updated emergency information for each child in attendance, on all field trips.

#### Driving Field Trips:

- Parents are required to give written permission for their child to participate in each driving field trip.
- In accordance with California State law, children who are not yet 6 years old or 60 pounds must provide a car seat for the field trip. Due to this law, parents must provide a child restraint system for their child to participate in field trips.
- Drivers transporting children are required to properly use child restraint systems.
- Drivers are required to hold liability insurance on the vehicles and a valid driver's license. Teachers are responsible for obtaining this information from all drivers for each field trip.
- Drivers are required to carry cell phones, but WILL NOT talk on the cell phone while driving. Teachers are responsible for making sure that all drivers have a working cell phone before leaving for each field trip.

#### Walking Field Trips

Occasional local walks should be taken with the infants, toddlers and preschool children. Although ratios must be maintained during each walking field trip, no less than 2 teachers will remain with the children at all times.

### **Transitioning Children**

In an effort to make the transition from one classroom to another as smooth as possible for the children, the following plan for transitions has been established:

- Each group (or child) transitioning from one classroom to another will begin spending a few hours in their new classroom at least 2 weeks prior to the move.
- A staff member that the child is familiar with will bring the group (or child) to the new classroom, and stay during the visit. Each visit will constitute a longer stay.
- The new Lead Teacher is responsible for meeting with all new families before the transition.
- The new Lead Teacher is responsible for making sure there are updated Emergency forms, Transportation forms, Consent forms, and Fool-Related Special Needs forms in the classroom before the new children begin.



### **Separation and Adjustment**

It is important to acknowledge and greet all children and their families each morning. When a child is having a difficult time separating from their parent, staff should take the initiative to help in any way they are

able. Parents should be encouraged to say "good-bye," and assure their child that they will return. When parents sneak out, it destroys trust between them, their child, and the new environment.

## Early Childhood Center Board

ECC Board meetings are held on the first Tuesday of each month. These meetings are open to all families and staff of the Early Childhood Center, with the exception of meetings that involve confidential personnel issues.

## Emergency Procedures

### Fire Preparedness Plan

#### IF CHILDREN ARE ON PLAYGROUND:

After hearing fire alarm teachers will gather children to meeting point (usually large gate on playground).

Stay calm!!!

Have a staff member on each side of playground check hidden areas for children.

Once all children are accounted for, proceed to take children in front of Grandma's House. If the fire is at Grandma's House, all children should be brought to the south/east corner of the church property (grass area).

Have children grouped by classrooms and checked on rosters.



#### IF CHILDREN ARE IN CLASSROOMS:

After hearing fire alarm teachers will gather children to main door of classroom and call names from roster (if it is not safe, 1 teacher will check off children as they leave the classroom). Last teacher will check bathroom and all areas in the classroom.

Stay calm!!!

Teachers in the Little Stars will gather children and put into "fire" crib (crib with wheels), and exit through the church building. Staff will wheel crib to the north/east side of the building to main entrance of the church (front of sanctuary). Children in the Crayon Club and Duckling room will assist the children to the same location. Each classroom will be checked for remaining children by last teacher exiting classroom.

Children in Grandma's House will gather in front of Grandma's House to take roll. If it is safe, teachers and children will proceed to south/east corner of the church property (grass area).

Teachers in the Rainbow and Teddy Bear Brigade classrooms will take children to the south/east corner of preschool building (grass area).

## Earthquake Preparedness Plan

### BEFORE THE QUAKE:

Emergency forms are completed for each child and adult at ECC. These forms are located in the ECC office and in each of the classrooms (adult emergency forms are located in ECC office only).

An emergency comfort bag for each child is stored on school grounds. Adults are encouraged to keep an emergency bag in their classrooms or vehicle.

Emergency food, water and first aid supplies are stored on school grounds.

*Emergency bins are located: in the hallway outside the Little Stars classroom, in the Rainbow Room, in the Teddy Bears, in Grandma's House (Sierra's Room), and the Kingman Chapel.*

During fire drills, the "Drop, Cover and Hold" command must be practiced.

### DURING THE QUAKE:

At first indication of ground movement, teachers will give the "Drop, Cover and Hold" command.

STAY CALM!!

If children are in the classrooms, stay there! Teacher will instruct children to get under tables, stand in interior doorways, or get under lofts. ***Teachers must protect themselves and children around them first.***

If children are outside, all adults and children should immediately go to a wide-open area away from trees and buildings. Drop and cover on ground. Adults should form a circle around children and stay in that position until supervisor gives the "All Clear" command.

### AFTER THE QUAKE:

Check children and adults for injuries. Apply first aid as needed.

Teachers will follow same evacuation plan as for a fire. **After classroom roll is taken, teachers will hold up the appropriate "All Here" (green) or "Child Missing" (red) sign.**

Do not use telephones unless there is a severe injury or fire.

Supervisors will check for hazards such as gas, water and electrical lines. If there is damage, utilities should be turned off at the source.

Supervisors will check the building for cracks and damages, including the roof and foundation. If the building is not safe, supervisors will evacuate and form a campsite. Depending on weather and structural damage, camp will be set up on the courtyard on the east side of the Kingman Chapel

If building needs to be evacuated, teachers need to bring first aid kits, sign-in books and roll sheets from their classrooms.

### CAMPSITE PROCEDURES

All children will be escorted to the camp site.

All Coordinators will bring all emergency supplies to the campsite. If necessary, all staff members are expected to remain on site for 72 hours after the quake.

### AREA EVACUATION

If the building and surrounding areas need to be evacuated, notices will be posted on the buildings and on trees with the destination, address of the destination, and the time of departure.

There are many evacuation sites on the Red Cross Evacuation Site list, so our destination will depend on the surrounding situation.

### REUNION SITE

A table will be set up as a check-in area for parents that have come to pick up their child(ren).

This table will also function as the Release Center and the Message Center.

### FIRST AID KITS

All classrooms are equipped with stocked First Aid Kits and Emergency Backpacks. First Aid Kits are checked on a monthly basis, and re-stocked as needed. Emergency Backpacks are taken on field trips, walks, fire drills, and in the event of an emergency.