**Agape’ Learning Center**

**STAFF HANDBOOK**



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New Castle, IN 47362

(765)529-8774

www.agapeforkids.com

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This handbook is intended to familiarize staff members with current Agape’ Learning Center policy, practices and standards. An electronic version (PDF) of the handbook is available on our website at [www.agapeforkids.com](http://www.agapeforkids.com). A print copy of the handbook is available upon request. Agape’ reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

**LETTER TO EMPLOYEES:**

It is with utmost confidence that we place this book in your hand and employ you as one of us. We intend to maintain a true Christian atmosphere to work in. There are definite scriptures which will aid to benefit you.

1 Corinthians 1:10 “Now I beseech you brethren, by the name of the Lord Jesus Christ, that ye speak the same thing, and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment.”

Hebrews 13:17 “Obey them that have the rule over you, and submit yourselves; for they watch for your souls, as they must give account, that they may do it for joy, and not with grief: for that is unprofitable for you.”

We realize that no organization is perfect, and in remembering this we can all learn to work better together.

Agape’ Learning Center

**MISSION STATEMENT:**

Agape' Learning Center is first a ministry to the community. We pride ourselves on providing a Christian environment where children can grow through God's love and His teachings.

We put the child's safety first at Agape'.  Our goal is to provide an environment where parents feel comfortable leaving their children knowing that their needs will be met by loving teachers who truly care about each child.

We want to nurture the love of learning through activities that captivate and challenge children to grow intellectually as well as spiritually.

**DISCRIMINATION POLICY:**

There shall be no discrimination on the basis of race, color, age, religion, sex, national origin, or handicap. Agape’ shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children. To enroll, a parent must complete the application forms and pay a registration fee.

Agape’ prohibits harassment of and by its staff members on the basis of gender, race, age, color, national origin, religion, marital or veteran status, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior.

**GENERAL INFORMATION:**

Director: Kristen Bennett

[kbennett@agapeforkids.com](mailto:kbennett@agapeforkids.com)

Office: (765) 529-8774

**Hours of Operation:**

Agape’ is open Monday through Friday from 6:00am to 6:00pm. The center is closed for the following holidays.

*Labor Day Good Friday*

*Fall Break (2 days) Spring Break (5 days)*

*Thanksgiving Break (2 days) Conference Day (1 day in the spring)*

*Christmas Break (10 days)*

**Programs:**

**Daycare:**

Our state licensed day care serves children ages 6 weeks to 5 years old.  We best serve these children by separating them by age into 5 classrooms.

We practice continuity of care in our infant/toddler classrooms.  Research has shown that consistency in care is important to the appropriate growth and development of children, especially for infants and toddlers.  We believe that infants attach to their teacher and it is in the child's best interest to remain with that teacher.  Because of this, infant and toddler classrooms (Room 12/13/14) will combine at different parts of the day so the children will get to know each other, as well as the teachers in the other classrooms.  Your infant will be with the same group of teachers until age 3.

Room 12: 6 weeks -12 months old

Room 13:  12 months - 2 years old

Room 14:  2 years old - 3 years old

Room 15:  4 years old-5 years old

Room 16:  3 years old - 4 years old

**Pre-Kindergarten/Kindergarten:**

K-3 Morning  8:30am - 11:00am:  Must be 3 years old by Aug 1.  \*All children must be potty trained.

K-4 Morning  8:30am - 11:00am:  Must be 4 years old by Aug 1.

       Afternoon  12:30pm - 3:00pm

K-5 Morning  8:30am-11:00am:  Must be 5 years old by Aug 1.  This is our Kindergarten program.

       All day    8:30am - 3:00pm

**Ratios:**

Infant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4 per teacher

Toddler\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5 per teacher

2 years old\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5 per teacher

3 years old\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10 per teacher

4 years old\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_12 per teacher

5 years old\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_15 per teacher

6 years old\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20 per teacher

Children of different age groups may be combined if the following guidelines are followed:

* For the purpose of maintaining continuity of care, we may mix children 6 weeks to 36 months of age in the same classroom under the following conditions:(1) A child/staff ratio of 4:1 is maintained (2) The maximum group size is eight.(3) Each group shall have no more than three children under twelve months of age.
* Children 2.5 years old may be combined with children who are 3 years old as long as the ratio of 1 to 7 is maintained.
* Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the youngest child in the group.
* During the rest period for children toddler age and older, caregivers may supervise children at fifty percent (50%) of the required child/staff ratio provided that the required child/staff ratio is maintained on the premises and required caregivers are immediately accessible and a minimum of fifty percent of the children in the class are asleep.

Ratios must be maintained at all times, including when emergency procedures are in effect.

**Licensing:**

Agape is a private program voluntarily licensed by the State of Indiana. A copy of the licensing rules are available on the web at <http://www.in.gov/fssa/files/BCC_Centers_Interpretive_Guide.pdf>

**Weather-Related Closings:**

Should Agape’ be closed due to inclement weather, this information will be broadcast on WISH TV 8, RTV 6. The administrator will attempt to make the closing decision prior to 6:00am.

Agape’ also uses a text alerting system. If you want to receive text alerts for cancelations and other updates throughout the year, you may enroll on your phone. This program is free of charge, however your normal texting rates will apply. You may opt out at any time. In order to receive text alerts from Agape’, please follow these steps:

1. Begin a text message to the number 81010
2. In the message area type: @agapenc
3. Press send.

**GENERAL STAFF EXPECTATIONS:**

**Professionalism:**

Each Agape’ staff member is a child care professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

* Arrive on time and stay entire shift, if needed.
* Is not absent from work on a regular basis and finds a substitute when necessary.
* Dress appropriately for interaction with children.
* Take directions, suggestions and criticisms, and follow through to improve performance.
* Respect confidential information regarding children, families, and co-workers.
* Display a positive attitude toward the entire center (the program, children, families and co-workers).
* Attend staff meetings and other Center events.
* Complete Indiana State licensing required training courses in a timely fashion.

**Dress Code:**

Christian modesty should be exercised in our daily dress. Staff members are expected to observe the 3 C’s for appropriate attire at work as follows:

* COMFORTABLE – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Sneakers are appropriate footwear.
* CLEAN - All clothing should be clean with no stains, rips or tears, and must not smell. This also applies to personal hygiene.
* COURTEOUS - Staff members interact with children and parents on a daily basis and should dress professionally. Any tattoos should be covered at all times.

Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden.

Certain articles of clothing are never appropriate for the work environment, including: spaghetti straps, halter tops, strapless “tube” tops, short skirts/shorts, sweatpants, excessively torn jeans/shorts.

It is expected that all staff members will present themselves and Agape’ Learning Center in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

**Cell Phones:**

It is important that every staff member’s attention remains on the children at all times. A second’s lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. It is **never** appropriate to make a personal phone call, send a personal text message, check voicemail, etc. while in the presence of children. Therefore: Cell phones are not permitted to be used unless for the following specific reasons as follows:

When a classroom leaves the center for any reason (walk, field trip, playground, etc.), at least one staff member should carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of a true emergency and as a way to communicate with the office and not for personal calls/text messaging. Always let someone in the office know before you leave the property.

In the case of emergency when the police or ambulance must be called.

To input records on the Brightwheel app for the children in your care. (This will be done on tablets once those are available.)

If you are seen using your phone in presence of children (even during nap time) for any reason other than those listed above, your name will be recorded. Once you have been seen using your phone 3 times, you will have a meeting with the director, a write up will go in your file, and you must complete training within 1month about safety in a child care setting.

**Time Cards and Payroll:**

Each hourly staff member is responsible for clocking in and out each scheduled workday using a time card and the time clock. Staff members may not clock in more than 5 minutes before their scheduled shift and are expected to clock out immediately after their shift ends. If a staff member forgets to clock in or out, the Director or Secretary must enter the time and therefore should be notified promptly when this situation arises. Failure to follow the above guidelines may delay processing of a staff member’s payroll check until the following pay date. Direct deposit is required for all employees.

**Personal Belongings:**

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. Agape’ is not responsible for lost or stolen items.

**Hand Washing:**

Staff members must wash their hands at the following times:

* Before and after each diaper change
* After helping a child use the toilet
* After wiping a nose, coming into contact with saliva or any other bodily fluid.
* Before preparing meals
* Before and after meal times
* After removing gloves
* After using the restroom

\*\*Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses. It is important for teachers to model appropriate hand washing habits.

**PROFESSIONAL DEVELOPMENT:**

**Required Training:**

Research indicates that formal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. Therefore, the state of Indiana has set the following requirements for staff training and development:

Required training within the first six months of employment, for ALL staff members working in classrooms:

• 1 hour of Child Abuse and Neglect training is required of all employees in the first 2 weeks of employment. (Updated annually)

• Each day care employee is required to have Universal Precautions and CPR training. (Updated Annually)

Each year, employees working in a classroom must receive 12 hours of training annually relevant to the age group for whom the employee primarily provides care. Training may include attending conferences and workshops (paid for by Agape’). Training may also include reading journal articles or watching training videos and summarizing them (maximum of 2 training hours per year may be earned by this method).

“Annually”, when referring to training courses is defined as January 1 through December 31.

All fees for required training courses are to be paid by Agape’ Learning Center. If a staff member is interested in participating in training courses after his/her annual requirement for training has been met,

Agape’ may pay the course fee only if it is approved by the Director

**Staff Meeting:**

All Agape’ staff members are required to attend at least 3 staff meetings per year. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified at least two weeks in advance and must meet with the Director if unable to attend a staff meeting.

**New Staff Orientation:**

All new staff members will be asked to read the Agape’ staff and parent handbooks. Prior to working in the classroom, the Director will schedule an orientation meeting to complete required paperwork, and review center operation and policies.

**Evaluations:**

All new employees will be placed on probationary status for 90 working days. At the end of the probationary period, staff members will be evaluated by the Director to determine if Agape’ is a right fit for the employee.

After the probationary period, evaluations of a staff member’s performance will be conducted by the Director annually. Informal evaluations will be performed throughout the year during scheduled and unscheduled classroom observations. Parent surveys will be passed out shortly before a staff member’s evaluation meeting and feedback will be included in the staff member’s evaluation. Staff members will be required to complete a self-evaluation prior to meeting with the Director.

**PERSONNEL POLICIES:**

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Agape’ staff members are expected to be:

* On-time and alert when scheduled to be at work.
* Careful and conscientious in performance of duties, including the use of positive words and actions.
* Respectful, thoughtful, and considerate of other people.
* Courteous and helpful when dealing with children, parents, visitors, and other staff members.
* Vigilant in building relationships with parents/guardians.

**Confidentiality:**

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure.

Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Staff members may not distribute or post children’s last names, address, phone numbers, etc. with the exception of distribution to Agape’ employees. Personal information should never be used for personal purposes. You must seek written parental consent before consulting with an outside agency about a child.

**This also extends to social media. Teachers are not permitted to post pictures of the children in their care on their personal Facebook page or any personal social media. This rule is to protect the privacy of the children and families we serve. We do like to share pictures in an appropriate way however, so please send pictures of your class to our Facebook/Website manager so they can be screened to make sure they are permitted to be on the school’s official social media.**

**Child Abuse and Neglect:**

All Agape’ staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

**CHILD ABUSE HOTLINE**

**Henry County Child Protective Services**

**1-800-800-5556**

Staff members may directly report suspected incidents of child abuse or neglect to the Indiana Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director of the report and together decide whether or not to inform the parents of the report. If an Agape’ staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Child Services (DCS). Agape’ will cooperate with any DCS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

**Grievance Procedure:**

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director in resolving the conflict. Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member’s personal time.

**Co-Worker Communication:**

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times.

Each classroom is supplied with a two-way radio. These are to be taken with you whenever you leave the classroom with your students. These radios are to be used to contact the office or another teacher in case of emergency. They may also be used for communication purposes.

**Supplies:**

A purchase request for any special item or food needed for a lesson must be turned in to the Director at least a week in advance. For food requests, please check with the kitchen staff before requesting a special purchase. When using items from the supply room, a purchase request should be filled out when you notice the supply getting low.

Copies for classroom use can be made in the office. Please give at least a one day notice for the Secretary to complete these. Do not expect to have copies made on Mondays. This is a very busy day in the office and there is typically not time to make copies. Please plan accordingly. Personal copies can be made for a fee.

Lamination of classroom materials is available. Each classroom will be allotted 150 feet per year to be used for classroom materials. Personal items may be laminated for a fee.

**Personnel Files:**

Agape’ maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director if there is a change in address, phone number, emergency contact, e-mail address, marital status, or number of dependents. Personnel files will include, but are not limited to, application, health form, training records, copy of high school/college diploma, driver’s license, Social Security card, criminal history check and evaluations.

**Tobacco Use:**

Cigarettes and smokeless tobacco products are prohibited on Agape’ premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in Agape’ vehicles and while on field trips.

**ATTENDANCE POLICIES:**

**Attendance:**

Consistency is crucial to creating a successful program. We make every attempt to put as few staff members as possible in each classroom while maintaining student/teacher ratios and what we feel to be a safe ratio above and beyond the state ratio standards. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Instances of absenteeism and/or tardiness will be documented in the staff member’s personnel file. Once a staff member goes beyond the allotted amount of time off in a given year, the staff member will be written up. This write up will go in the employees file. If an employee gets 2 write ups for absenteeism in a 6 month time frame, that is grounds for termination. All absences must be reported to the Director. If you do not show up for your scheduled shift without calling in, this is grounds for immediate termination.

You are allotted a certain amount of paid and unpaid absences based on your full or part time hours (see the benefits section for specifics). If you use all of your allotted time off for the year, no further time will be granted off except for in the case of emergencies.

Further, when you start, your days off will be prorated based on how much of the year is left until days start over on June 1. For example, if you start April 1, you will only receive 4 unpaid days and 1 paid day off until your days start over June 1.

**Absence Due to Illness:**

If a staff member is ill and unable to work, the Director should be notified immediately, by phone. Texting is an acceptable means of informing the Director of an absenteeism, AS LONG AS the Director texts back that the text was received. If no text is received back from the Director, it should be assumed that the Director did not receive the text. In this case, call the office at (765) 529-8774. It is acceptable to leave a message in this situation. In the event that the Director is not in the office, it will be the responsibility of the teacher to find a substitute from the list of approved substitute teachers. When possible, a staff member must assist in making arrangements for a substitute. In some cases, the Director may request a note from the staff member’s physician indicating the type of illness and when said staff member may return to work.

**Jury Duty:**

Any full time teacher called to serve on Jury duty shall be paid their regular wages. The teacher will then give to Agape’ any pay received from the court system.

**Schedules:**

Agape’ is open Monday through Friday, 6:00am to 6:00pm. All scheduling requests should be submitted in writing to the Director. Schedules will be created based upon the needs of Agape’ and the children, as well as staff member availability. Occasionally, staff members may be required to dedicate time outside their regular work schedule in order to satisfactorily carry out Agape’ responsibilities (parent-teacher conferences, staff meetings, trainings, lesson planning, etc.).

**Voluntary Resignation:**

Lead Teachers and Assistant Teachers should submit a letter of resignation to the Director when resigning from a position. Agape’ appreciates at least four weeks’ notice if you choose to resign. This will ensure an appropriate replacement can be hired and adequately trained.

**STAFF DISCIPLINARY PROCEDURE:**

**Unacceptable Job Performance:**

Agape’ uses progressive discipline as a positive way to correct unacceptable job performance. This is not a contractual obligation because Agape’ day care employees are “at will” which means an employee can be terminated at the will of Agape’ for any reason or no reason. The following are the steps, which are taken using progressive discipline.

**STEP 1 Verbal Warning**

If a staff member’s job performance is not meeting Agape’ standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of Agape’ policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by both the staff member and Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

**STEP 2 Written Warning**

A written warning is given if a problem is identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

**STEP 3 Termination**

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

• Commitment of child abuse under Indiana law

• Abuse of a parent/guardian of a child or another staff member

• Harassment

• Being under the influence of drugs or alcohol while at work

• Theft

• Possession of a weapon

• Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director.

**HEALTH & SAFETY POLICIES:**

**Staff Physicals and Tuberculosis Screening:**

Each staff member must receive a pre-employment physical (may use a previous physical as long as it is dated within 12 months of hire date) and tuberculosis (TB) skin test. TB test must be updated every year. Staff members will have a “grace period” of 30 days to turn in physical and TB test. After 30 days, staff members may be suspended for a period of time at the discretion of the Director. The Physical and the TB test fees are the responsibility of the employee. After the 90 day probationary period and evaluation, $50 will be paid to the employee for reimbursement of these tests at the Director’s discretion. The annual TB test in the years following will be paid for by Agape’.

**Illness:**

Our first priority at Agape’ is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if any of the following is experienced: an illness that prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

• Fever of 100 degrees or greater accompanied by behavior changes or other signs/symptoms of illness until fever free for 24 hours

• Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing

• Diarrhea (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.

• Blood in stools not explainable by dietary change, medication, or hard stools

• Vomiting until it has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration

• Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness

• Mouth sores with drooling, unless a health care provider determines the sores are not contagious

• Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease

• Pink eye (conjunctivitis) until after treatment has been initiated

• Head lice and/or nits, from detected until gone (child will be checked upon coming back to day care and if any nits or lice are found, they will be sent home)

• Scabies, until after treatment has been completed

• Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care

• Impetigo, until 24 hours after treatment has been initiated

• Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever

• Chicken pox, until all sores have dried and crusted (usually 6 days)

• Pertussis, until 5 days of appropriate antibiotic treatment has been completed

• Mumps, until 9 days after onset of symptoms

• Hepatitis A virus, until 1 week after onset of illness

• Measles, until 4 days after onset of rash

• Rubella, until 6 days after onset of rash

• Unspecified respiratory tract illness accompanied by another illness which requires exclusion

A child who becomes ill while at Agape’ must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. Agape’ reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

**Notice of Exposure & Reporting Disease:**

If a child or staff member is found to have a communicable disease, a notice will be posted on the bulletin board beside the time clock. Additionally, notification will be available on the Agape’ website at www.agapeforkids.com.

**Medication Authorizations:**

The giving or application of all medication and carrying out medical procedures shall be done only on written order and/or prescription from a physician or other health care professional authorized to write prescriptions, which must be kept with the medication.

Non-refrigerated medications must be stored in the locked cabinet in the office and refrigerated medication must be stored in the refrigerator used exclusively for medicine away from any access to the children while in use at Agape’. Unused medications must be immediately returned to the family and will not be stored at Agape’. Medications may be administered only by Lead Teachers, the Director, or the Secretary. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances.

With parent’s written approval, centers may use preventive products, such as sunscreens, insect repellents, non-medicated powder, petroleum jelly, and A & D ointment, without a physician’s order.

**Documentation of Accidents/Incidents:**

Staff members shall document accidents and incidents that occur at Agape’ using an Accident/Incident Report. Use great detail when explaining events, but never include other children’s names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director to be placed in the child’s permanent file.

**Documentation of Allergies:**

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with an Accident/Incident Form.

**Documentation of Special Health Care Needs:**

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, diabetes, etc). A copy of the Emergency Care Plan must be kept in the classroom. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child’s or staff member’s specific health care needs.

**Access Policy:**

Any person in the center who is not a staff member, substitute, or volunteer who has had a record check and approval to be involved with child care **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Person who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person.

Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, see the Director to get approval for the person to be on site. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Indiana sex offender registry:

• Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center. • Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

**State Criminal History Checks:**

Each staff member must succumb to a national Criminal History background check every three years. The cost of this is covered by Agape’.

**THE AGAPE’ PROGRAM:**

It is expected that all employees will be knowledgeable in the IN Child Care Rules and Regulations handbook and follow all procedures.

**State Licensing Rules and Regulation:**

As a state licensed day care, we are required to follow the rules and regulations set by the state of Indiana for Child Care Centers. Day care teachers are required to make themselves familiar with the rules and regulations that pertain to their classroom. A copy of these rules may be found at:

<http://www.in.gov/fssa/files/BCC_Centers_Interpretive_Guide.pdf>. You may also request a paper copy from the office.

**Curriculum:**

At Agape’ we believe that providing a solid Christian foundation is essential to the upbringing of well rounded, Christian children.  Agape' offers a refreshing, biblical alternative to secular day care and preschool/kindergarten.  Not only is the Bible taught for what it is - the inspired Word of God - but it forms the foundation of all other texts.  In math, in science, in reading, all academic roads lead to God, in whom all knowledge has its origin.

Curriculum at Agape’ includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, cognitively, and spiritually. Agape’ uses the A Beka curriculum as a guide for planning the curriculum in each of its day care classrooms as well as in our preschool and kindergarten classrooms. Each classroom (including day care) has weekly lesson plans. These plans contain a number of activities, designed to foster each child’s development, and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children’s changing interests. Lesson plan books are provided to each lead teacher. Plan books should be filled out a month in advance (due dates will be posted in the employee mailbox room) and placed in the Director’s box to be reviewed. Please keep your book open on your desk for parents to view.

Each classroom (with the exception of the infant/toddler room, see below Physical Environment) is required to be set-up in centers, which **must include ALL of the following:** art, music and movement (with instruments and listening equipment), large muscle, science, manipulative/fine motor, blocks (including wooden blocks), quiet/individual play, dramatic play (with a shatterproof, full length mirror), literacy, art easel (with paint), and a water/sand table. The set-up of these centers should encourage development of the child’s cognitive, emotional, physical, and social skills.

Outdoor play is important to a child’s physical development and must be included in both the morning and afternoon schedule, weather permitting. If it is raining, snowing, or below 25 degrees with wind chill, you may have gross motor in the gym. Children should be supervised at all times while playing in the gym. Objects should not be thrown at the ceiling, lights, walls, or fans. Children should play on the carpeted area only. Children should not be on the carpet ball table. A gym schedule is available in each classroom or in the office. Self selection or “free-play” is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

**Daily Schedule and Activities:**

The Lead Teacher and Assistant Teachers work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs. Every staff member is responsible for the carrying out the schedule and activities. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines should be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

**Lesson plans and the daily schedule must be posted in the classroom and visible at all times. Please update these if there are any changes.**

**Themes:**

The use of themes is a practical and logical way to begin curriculum planning. The themes should be based upon what the children know and see every day, as well as the children’s interests. The themes must be age-appropriate and may span the length of one week, or one month depending on the interest level.

Teachers are encouraged to discuss with each other their themes and coordinate the sharing of materials and activities.

**Physical Environment:**

The actual room arrangement of each program room is the responsibility of the program Lead Teacher and Assistant Teachers. Centers should include art, music and movement (with instruments and listening equipment), large muscle, science, manipulative/fine motor, blocks (including wooden blocks), quiet/individual play, dramatic play (with a shatterproof, full length mirror), literacy, art easel (with paint), and a water/sand table. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child’s eye level. Room arrangement should take into consideration that staff must be able to see every child at all times.

**Infant/Toddler Physical Environment:**

The following must be in the **Infant** room:

* A crib and individual bed clothes for each infant.
* A sanitizable rocking chair/glider for each care worker (limit 2)
* A sanitizable changing table
* Shatterproof mirrors placed where infants can observe themselves.
* Stable, low, and open shelves.
* Mesh cribs, mesh play pens, cradles, bean bag chairs, and bassinets of any type are prohibited.
* Books for caregivers to read and sturdy picture books for children.
* Fine motor or manipulative toys.
* Gross motor or large muscle equipment.
* Sensory items.
* A source for playing recorded music.
* Caregivers shall provide duplicate toys.
* Equipment shall be routinely rotated in and out of the environment.
* Television is **prohibited** in infant areas.

The following must be in the **Toddler** room:

* Stable, low, and open shelves.
* Child-sized tables and chairs.
* At least one sanitizable rocking chair/glider. This is not required if all the children in the room are at least twenty-four (24) months of age.
* A sanitizable changing table.
* Caregiver shall provide duplicate toys
* Art easel with paint and paper in each toddler room
* Shatterproof, full body mirror in each toddler room
* Riding toys available and regularly used in the room
* Routinely rotate equipment in and out of the environment.
* Each room shall have, at a minimum, the following: Dramatic play equipment, a sand/water/sensory table or container with equipment for measuring and pouring, gross motor or large muscle equipment, art materials, blocks and accessories, a book corner with comfortable seating, cardboard books, and cloth books, musical instruments.
* Television is **prohibited** in toddler areas.

**Breast Milk Precautions**

A child should never drink another child’s breast milk. If this happens, the incident will be taken seriously. Although the risk of any illness being transmitted is very small, should it occur, we will proceed as follows:

• Inform the parent/guardian of the child given the wrong bottle that his or her child drank another child’s breast milk.

• Ask the parent/guardian to notify his or her child’s physician immediately.

• Inform the mother whose milk was consumed about the switch and ask her:

• how the milk was handled before it was brought to the center

• if she would be willing to share any pertinent medical information or be tested for any communicable illnesses

• if she would be willing to allow a confidential call between her doctor and the other child's pediatrician

**Free Play:**

“Free-play” (also called child-initiated activities, free choice, self-selection) must be incorporated into the morning and afternoon schedule. **Teachers are expected** to actively participate with the children during free play activities by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc.

**Outdoor Play:**

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. In the event of rain, severe wind/cold (wind chill below 25 degrees), or extreme heat, children are permitted to remain indoors.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans should include an outdoor learning component.

**Nap/Rest Time:**

As a state licensed center, Agape’ is required to ensure that all children be provided a regularly scheduled nap time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time.

Each child will be provided a cot for naptime. Children are to be positioned opposite each other’s face and legs. Cots are to be cleaned with bleach water each day. Anytime a child becomes ill during naptime, the cot should be sanitized before being stored. Teachers should create an environment to foster rest. Quiet music can be played and the window blinds closed. Keep talking to a minimum. This is a good time for class preparation. After thirty minutes of quiet rest time, children **must** be provided alternative quiet activities if unable to sleep. Fifty candle feet of light is required during this time. This ensures that children can adequately be supervised.

**Multimedia:**

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie titles based upon weekly themes. Children are not required to view part or all of a video. Instead, the activity is offered as one of several centers. All multimedia must have a rating of “PG” or “E” and must possess an educational theme.

In addition, only videos in the Agape’ library are permitted to be shown. Teachers and students are not allowed to bring videos from home.

**At no time are videos allowed in the infants/toddlers classroom or the two year old classroom.**

**Weapons/Violent Play:**

There is a strict policy of allowing no weapon play at Agape’. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Agape’, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

**STUDENT ASSESSMENTS:**

**Parent-Teacher Conferences:**

Lead Teachers are expected to conduct a minimum of one parent-teacher conference per year and must make every effort to meet with each family. A copy of the parent-teacher conference form and child development summary must be placed in the child’s permanent file after conferences. The Lead Teacher should discuss suitable times to hold conferences with the Director. Due to the scheduled parent-teacher conferences in our preschool/kindergarten classes, Room 15 will not be required to hold parent-teacher conferences. In addition, the Infant/Toddler classroom (Room 13) and the Two year old classroom (Room 14) are not required to hold parent/teacher conferences.

**DAILY DUTIES FOR CLASSROOM STAFF:**

Each classroom has a set of opening, nap time, closing and weekly cleaning tasks. Below are some general things that must be completed each day. Staff members are expected to familiarize themselves with the classroom specific duties.

Rooms should be swept and cleaned daily. All cleaning supplies should be kept out of the reach of children. Desks shall be clear on Wednesday and Friday for church use. Laundry should be done as needed. **Toys shall be cleaned monthly.** During cold and flu season, toys may need to be cleaned more often. All toys shall be cleaned with bleach water. Infant/Toddler toys will be cleaned on an as needed basis.

**Morning Duties:**

Make sure all program room doors are unlocked; put away sanitized toys; straighten toys and shelves; re-stock supplies such as soap, paper towels, toilet paper, diapers, wipes, etc.; and complete room set-up for the day’s lesson plan.

**Nap-Time Duties:**

Straightening of shelves; sanitizing toys; cleaning tables/chairs/floors; curriculum planning; complete daily activity sheets for children; laundry; and prepare for afternoon.

**Afternoon/Closing Duties:**

Wash or spray toys that have been mouthed by children with bleach solution and air dry; put toys and equipment away; check outdoor play area for equipment that needs to be put away; sanitize tables, chairs, and shelves; take dishes to the kitchen; vacuum carpets; report total attendance for the day on the attendance sheet in the office; lock all doors after the last parent leaves for the day.

**Other Duties of Classroom Staff:**

* Bulletin boards and Parent boards should be changed monthly. It is suggested to include a religious theme on at least one of the bulletin boards. Please stay away from the use of ghosts, witches, Santa Clause, and the Easter bunny.
* All teachers are required to keep a journal of discipline information or changes in behavior. Each entry should be dated and initialed by the teacher writing the entry. These books should be turned in to the Director each Friday. The Director may write a response giving suggestions for guidance to use in the classroom. Journals are confidential and should be kept in a private place.
* Each teacher is given a mailbox in the office. Teachers are required to check the mailbox frequently throughout the day as a means of communication between the office and teachers.

***\*\*\*See additional, classroom specific duties at the end of the Staff Handbook and posted in each room.***

**STUDENT ARRIVAL AND DEPARTURE**

**Student Arrival:**

Staff members are expected to greet each child and parent by name upon their arrival to the classroom. Arrival is the opportune time to discuss how the child’s night was, what he/she ate for breakfast or if they will be eating breakfast at school, special instructions for the day, etc. Upon arrival, each child must have direct contact with a staff member. Staff should be looking for previous injuries, signs of illness, or unusual behavior. The attendance book should be marked as children arrive. Attendance should also be taken several times a day.

**Student Departure:**

During the enrollment process, each family completes an “Emergency Contact and Parental Consent” card. Copies of this card is given to the child’s lead teacher and is kept in a box on the desk. This card provides authorization for select individuals to pick-up children from the center. If you are not familiar with the person attempting to pick-up a child, you must request photo identification and check the “Emergency Contact” card.

**Late Student Pick-Up:**

Agape’ charges a late fee of $5.00 for every fifteen minutes a child is present past 6:00pm. If a child is picked-up after 6:00pm, please make a note and inform the Director the following day. If parents do not arrive by 6:00pm to pick-up their child, attempt to contact them at all available phone numbers. If the parents cannot be reached, attempt to contact the authorized pick-up persons. If you are unable to reach the authorized pick-up persons, contact the Director. If no one from the Emergency Contact card can be reached, the New Castle Police Department or Indiana DCS will then be contacted.

**GUIDANCE AND DISIPLINE STRATEGIES:**

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child’s efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Agape’ staff will use positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

“Am I…”

• Validating feelings?

• Asking open ended questions?

• Encouraging problem solving?

• Respecting children’s choices?

• Using praise and positive reinforcement?

• Talking with children – not at them?

• Circulating throughout the classroom?

• At the child’s eye level?

**Reasons for Misbehavior:**

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

• Children want to test whether caregivers will enforce rules.

• They experience different sets of expectations between school and home.

• A child does not understand the rules, or are held to expectations that are beyond their developmental levels.

• They want to assert themselves and their independence.

• They feel ill, bored, hungry or sleepy.

• They lack accurate information and prior experience.

• They have been previously "rewarded" for their misbehavior with adult attention.

**Preventing Misbehavior:**

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

• Set clear, consistent rules. (e.g., walking feet; gentle touches)

• Make certain the environment is safe and worry-free.

• Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)

• Encourage self-control and independence by providing meaningful choices. (e.g., “You may pick up the blocks or art center.”)

• Focus on the desired behavior, rather than the one to be avoided. (e.g., “Ashley, please use gentle touches with your friends.”)

• Build children's images of themselves as trustworthy, responsible and cooperative.

• Give clear directions, one at a time.

• Say "Yes" whenever possible.

• Notice and pay attention to children when they do things right. (e.g., “Joey is playing so nicely. I like it when you keep the blocks on the table.”)

• Encourage children often and generously.

• Set a good example. (e.g., using a quiet voice when children should be quiet)

• Help children see how their actions affect others.

**Responding to Misbehavior:**

Below are strategies Agape’ staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

• **Redirection**

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."

• **Logical consequences**

These are structured consequences that follow specific misbehaviors. The child should be able to understand how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

• **Participate in the solution**

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn’t your friend anymore. Please come apologize and help me make him feel better."

• **Natural consequences**

Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.

• **“Take a break” or “Calm down chair”** **(never to be used on a child under 2)**

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.

2. The Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.

3. The behavior management plan will be discussed with the parent and then put into practice.

4. The Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*\*\* If a child’s behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.*

**Useful Phrases:**

The following phrases are useful when problem-solving with children.

**Instead of** “No” or “Don’t” **Say** “Please stop”, “I don’t like that”, “That’s not OK”, or “That is not a choice”

**Instead of** “That’s not nice” **Say** “That’s not OK”, “Please use gentle touches”, or “That hurts Jordan”

**Instead of** “No running” **Say** “I need you to use your walking feet” or “You may run when we go outside”

**Instead of** “Stop crying” **Say** “I need you to use your words to tell me what is wrong”

**Instead of** “Can you put away your toys?” (If it is not a choice, do not pose it as a question) **Say** “You may help me pick up the blocks, or help Alyssa pick up the puzzles”

**Instead of**  “I said yes” (when a child tells you “no”) **Say** “No is not a choice, I need you to…”

**Biting Policy:**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Agape’ to prevent and stop biting. This is the process followed when a child bites:

• The biting child is stopped and told, “Biting is not ok. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.

• The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.

• Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

• Was the space too crowded?

• Were there too few toys?

• Was there too little to do or too much waiting?

• Was the child who bit getting the attention and care he/she deserved at other times?

2. The teacher will change the environment, routines or activities if necessary.

3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

4. The teacher will observe the child, to get an idea of why and when they are likely to bite.

5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

6. The teacher, parent and Director will meet regularly to regulate an action plan and measure outcomes. 7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child’s permanent enrollment file in the office.

**Removal of a Child from the Classroom:**

Children cannot be removed from the classroom if we do not have extra staff available to correct ratios. In rare instances, children may be brought to the main office and the Director and/or Secretary will assist the child in calming down and/or help staff manage the classroom. Teachers must call the office and speak to the Director and/or Secretary before removing a child from the classroom.

If at any time a child’s behavior becomes threatening to themselves, other children, staff or teachers, the Director and/or Secretary should be immediately notified.

**MEALS AND NUTRITION:**

* Prior to each meal, tables must be washed with soapy water. Each table must then be sanitized with bleach water and either air-dried or wiped clean with a dry paper towel.
* All staff and children must wash hands before and after each meal, for at least 20 seconds.
* Staff shall sit with children at the tables and supervise all mealtimes. Staff should encourage conversation by asking questions or talking about the food; good table manners should be modeled.
* First-serving child sized-portions will be provided for all staff. Each staff member is expected to eat the meal provided, in order to model good eating habits, as required by state licensing.
* Children will never be forced or bribed to eat. Children must have every food on their plate.
* Following every meal, tables must be washed with soapy water and sanitized with bleach water.
* A period of not less than 2 hours and not more than 3.5 hours separate meals and snacks for day care children.
* Food or snacks brought by parents for day care children **must** be pre-packaged from a store or commercial bakery. School children may bring snacks from home.

**INFANT, TODDLER AND TWO YEAR OLD PROGRAM INFORMATION:**

The following information is specific to the infant, toddler, and two year old program rooms:

• Parents must supply diapers (in unopened package), diaper cream, bottles, pre mixed formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys (for children over 1) for rest time. Please label all items with child’s name.

• Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, efforts will be made to keep pacifiers a child’s cubby

• If a mother is breastfeeding, please be sure to discuss with the mother when she would like her child to be fed breast milk, and when she would like to come in to breastfeed.

• Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.

• We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Check with parents before introducing ANY new food.

• Infants must be held when being fed a bottle – bottle propping is forbidden.

* When an infant (under 24 months) is enrolled in our day care, it is required to have a feeding chart signed by a physician. After the initial plan with the physician’s signature, a parent is allowed to change it how they see fit without any additional signatures from a physician.

**SIDS:**

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Agape’ has a strict policy for infant sleep placement.

**All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.**

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician’s note stating the reason for the request. Staff members found to violate this policy will be subject to the Disciplinary Procedure and possibly termination.

**ROOM 16 POTTY TRAINING AND TOILETING POLICY**

As many of our 3 year olds are still working on the potty training process, our teachers are here to help. If a child in Room 16 needs help with an aspect of potty training, the teacher should be there to support and help when needed. Parents and teachers should communicate about where the child is in the process and where he needs help and guidance in order to make potty training as quick and painless as possible.

***For a child in pull-ups:*** It is Agape’s policy to change the pull ups as needed while still encouraging the child to use the toilet. The child will be changed on a cot, using disposable, sanitary, waterproof paper which is thrown away after each change. The teacher will be in the restroom for this procedure but no doors will be closed. The teacher may need to be positioned to also watch the other children if not other care giver is available to help.

***For a child not in pull-ups but still requiring help:*** It is Agape’s policy to help a child when needed with wiping, hand washing, clothing, etc. while also instructing the child on how they can better help themselves in the future. It is policy for a teacher to leave the bathroom door open and the stall door open while they are in helping a child.

**PARENT RELATIONSHIPS**

**Parent Interactions:**

Many of our employees will become well acquainted with the parents of the children. This is an important part of providing quality care, and there are a few guidelines to which staff members must adhere:

* Address parents by their first name.
* Try to avoid talking about concerns about a child in front of any other children.
* When stating a concern about their child, also state at least two positive things about their child. Don’t focus only on the negative.
* Do not use other children’s names when discussing behavior concerns and/or incident reports.
* Avoid the phrase “I don’t know.” Instead, say “I’m not certain of the answer for that; can I get back to you?” then find the answer and reply to the parent as soon as possible.
* At pick-up, **ALWAYS** have at least one thing to tell the parents about their child’s day

**Handling Parent Complaints:**

* Listen carefully. Many times a person just needs an opportunity to air his or her feelings and feel they’ve been heard.
* Repeat what you have heard the other person say, trying to summarize it in one sentence. (“You’re upset that Gavin isn’t able to stay awake for dinner and seems crabby at night.”)
* State the changes that you think the parent would like to have made. (“You would like us to make sure Gavin lies down for at least an hour every afternoon.”)
* State what you will do to solve the problem. (“I will speak with the other teachers and make a note on his chart to make sure the message reaches everyone.”)
* Follow through. If you tell a parent you will do something, do it promptly and follow up with them immediately afterward. (“I spoke with the other teachers last week; how are things going with Gavin? Did you notice a change?”)
* If you are unsure how to solve the complaint, refer the parent to the Director. (“I’m not sure how to answer that; the Director will be able to better help you.”)

**POSITION DESCRIPTIONS:**

**Lead Teacher:**

General Job Description

Plan and implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme-related materials, and rotation of toys and equipment on a regular basis. Provide safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationship with parents and families. Assess all areas of development of children. Conduct one parent-teacher conference per year with each family. (Applicable to Room 16 only) Love the children as Christ would love them, unconditionally, regardless of whom they are and what they can or cannot do. Be flexible and be willing to help out wherever needed.

Responsible for supervision and direction of Assistant Teachers. Maintain all certifications as required. Ensure compliance with all Indiana State Licensing requirements.

Qualifications

Infant/Toddler/Two-Year-Old Classrooms: Child Development Associate (CDA) credential or degree in Early Childhood Education preferred. B.A./B.S. in another field will be allowed however you must complete 8 additional hours of yearly training and enroll in a CDA or ECE degree seeking program within a year of hire date. Two years experience working with children birth to two years in home or center setting preferred. Must be at least 18 years of age. Lead Teacher in the Infant/Toddler room must be at least 21 years of age.

**Assistant Teacher:**

Job Description

Assist the Lead Teacher in planning of weekly themes, lesson plans and daily activities. Maintain a safe, healthy environment for children at all times. Actively engage in daily activities and routines with children. Ensure compliance with all Indiana State licensing rules and regulations. Love the children as Christ would love them, unconditionally, regardless of whom they are and what they can or cannot do. Be flexible and be willing to help out wherever needed.

Required Qualifications

High school diploma or equivalent. Experience working with children birth to five years, or school age, in a home or center setting. Must be at least 18 years old. Must be at least 21 years old to be the only teacher with infants and toddlers.

Preferred Qualifications B.A./B.S. in Early Childhood Education or related field; enrollment in Early Childhood Education or related field at accredited university/college; or CDA credential/equivalent. Two or more years experience working with children birth to five years, or school age, in a center setting.

**BENEFITS**

Eligibility for benefits is determined by the amount of time you have worked at Agape’ and other factors. Our benefits package is designed to benefit employees that show loyalty and a strong work ethic. Benefits will kick in after the 90 day probationary period. Benefits include:

* Vacation (full time employees after 1 year at full time status) and sick leave
* Paid holidays (full time employees)
* Incentive for being at work and on time
* Discounted child care
* School Breakfast and Lunch free of charge to employees and children of employees.
* All employees are covered by Workman’s Compensation as required by law. (All self-inflicted injuries are exempt.)

*\*Agape’ uses a bi-weekly pay period. You will be paid the Wednesday following the 2 weeks of hours worked. We can only pay with direct deposit, so you must have a checking account to be paid. No paper checks will be cut for payroll*.

**Vacation and Sick Leave:**

Vacation and sick leave will be disbursed in a lump sum amount on June 1st of every year, and must be used by May 31st of the following year. Any unused sick/personal/vacation leave will expire on May 31st.

* Full time staff members are eligible for:
  + 7 days paid sick/personal leave
  + 3 unpaid sick days (Aug-May)
  + 7 unpaid sick days (May-July)
* Part time staff members are eligible for :
  + - 3 days paid sick/personal leave
    - 3 unpaid sick/personal days (Aug-May)
    - 7 unpaid sick/personal days (May-July)

After the first year of service, full time employees are eligible for a total of 5 days of paid vacation leave time. After three year of service, full time employees are eligible for 10 days paid vacation leave time.

Vacation leave must be scheduled at **least one week** (two weeks is preferred) in advance using the absence approval form. The form should be completed for approval after the staff member has made arrangements for coverage during their time off. Only one full-time staff member per classroom may be absent at a time, unless there are unusual circumstances. The Director must be notified in advance of all absences. Full-Time and Part-Time Assistant Teachers should also notify the Lead Teacher of any absences. Vacation days are allowed to be taken during times the Agape’ facility is closed (ex. Christmas or Spring Break)

If you use all of your allotted time off for the year, no time will be granted off except for in the case of emergencies. If an emergency or illness does arise, the days missed beyond your allotted days off in the current year will be taken off of the next year.

\*\*\*A staff member is determined to be “Full Time” if he/she is scheduled 35 hours per week during the school year. If a staff member drops to part time in order to help staffing in our slower summer months, they will not be taken off full time status assuming they return to 35 hours per week the next Fall. If after school starts the following year, the employee remains part time, they will forfeit their full time benefits starting August 1.

**Death in the family:**

Full time employees will receive pay for the following;

1. A maximum of 3 days off with pay will be allowed in the event of the death of an employee’s spouse, child, mother, father, mother-in-law, or father-in-law.

2. A maximum of one day off with pay to attend the funeral of an employee’s grandparent, brother, sister, niece, nephew, aunt/ uncle, brother/sister-in-law, spouse’s grandparent, aunt/uncle.

**Holidays:**

Agape’ is closed in observance of the following holidays:

*Labor Day Good Friday*

*Fall Break (2 days) Spring Break (5 days)*

*Thanksgiving Break (2 days) Conference Day (in the Spring)*

*Christmas Break (10 days) 4th of July*

*Memorial Day*

After the 90 day probationary period, all **full time** staff members will receive pay for the following holidays: Thanksgiving Day, Christmas Day, New Year’s Day, Good Friday, Memorial Day, July 4th, and Labor Day.

**Incentive for Being at Work and On Time:**

All full and part time employees are eligible for this incentive. In order to receive this incentive, you must meet the following criteria on a monthly basis. Once you have accrued 3 months, you will receive an incentive.

* Being in the classroom at their scheduled start time and being in their respective classroom **ready to work** at the time the shift starts.
* Not missing any days of work (planned or otherwise)

**Discounted Child Care:**

All employees scheduled at least 20 hours per week (excluding subs) are eligible for discounted childcare. In order to receive discounted child care, the employee must be the primary caregiver to the child with the exception of the Grandparent Discount.

Discount Rates:

Grandparent discount (Maximum of 1 Grandchild)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_10% discount

Child in Infant/Toddler Room or Two Year Old Room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_60% discount

Child in All Other Day Care Rooms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_70% discount

K-3, K-4, K-5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_75% discount

Summer Camp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_75% discount

All registration fees and book fees are to be paid at 100% by the employee, including substitutes. Breakfast and lunch are provided free of charge to employees and children/dependents of employees enrolled in our program while you are clocked in and working.

***To qualify for full time benefits, you must be scheduled 35 hours per week.***

***Substitutes will receive free day care while they are working. If the child of a substitute is brought outside of their working hours, normal charges will apply.***

**SAFETY AND EMERGENCY PROCEDURES:**

**General Safety:**

* Any item that could be dangerous to a child should be kept under lock and key, away from the children.
* Equipment materials and furnishings should be kept clean and in good, safe condition. Any item with sharp points, jagged edges, splinters, protruding nails or wires, loose parts, etc. should be removed from the children’s use and the office informed immediately.
* Temperature of water for hand washing shall be 100 degrees F. and shall not exceed 120 degrees F.
* The kitchen shall be off limits to all staff other than the kitchen staff. Children should **not be in the kitchen at any time.**

**Emergency Medical/Dental Procedure:**

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Agape’ Learning Center staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary**.

• If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.

• Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director until a parent arrives.

**IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION:**

• The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.

• **CALL 911**.

o Provide the center’s name and location Agape’ Learning Center, 3200 S. 14th St, New Castle

o Provide the child’s name and a description of the incident. Follow instructions as provided by the operator.

• A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child’s physical exam, immunization records, and Emergency Contact & Parental Consent Form.

**• Staff may not transport an ill and/or injured child in a personal vehicle.**

**Emergency Fire Procedure:**

• If you detect a fire, pull the nearest fire alarm signal (small red box mounted on the wall near the exits).

• If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. (IF YOU ARE ON DUTY IN A CLASSROOM at the time of a fire, follow the instructions below and evacuate the children first.)

• Exit the building and proceed to the designated meeting place.

• **Call 911 as soon as you have reached the meeting place.**

o Provide the center’s name and location: Agape’ Learning Center, 3200 S. 14th St

o Describe the location of the fire.

**IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:**

• Assist in the evacuation of the children from your classroom.

• Collect the attendance book, emergency contact cards and flashlight.

o Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place. Every classroom must stay together as a group.

o Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.

• The last staff member to exit the classroom must turn off all lights and close all doors.

• Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance book to ensure all children are accounted for.

o If the Lead Teacher is not present, the Assistant Teacher will assume this responsibility.

• The Director will verify, as soon as possible, that all children are accounted for.

• If unable to return to the building in a timely manner:

o Lead Teachers will be responsible for contacting parents and informing them of the situation.

* There shall be NO flammable materials allowed in the building (i.e. candles, matches, etc.)

**\*\*FIRE DRILLS WILL BE PRACTICED MONTHLY\*\***

\*The Director will initiate all drills and maintain records of all drills.

\*Procedures for fire and disaster emergencies shall be posted in all classrooms

**Emergency Tornado Procedure:**

If the New Castle tornado warning sirens are sounded, assist in the evacuation of the children from your classroom.

• Collect the attendance book, the emergency cards and a flashlight.

o Staff member closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area: interior hallway in front of the office. Every classroom must stay together as a group.

o Staff member farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.

• Once assembled in the designated shelter area, the Lead Teacher is responsible for using the classroom attendance book to ensure all children are accounted for.

o If the Lead Teacher is not present, the Assistant Teacher assumes this responsibility.

• The Director and/or Secretary will verify, as soon as possible, with Lead Teachers that all children are accounted for.

• All children and staff must remain on the floor in the designated shelter area and wait to receive an “all clear” from the Director.

• During a tornado warning, the Director will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.

**\*\*TORNADO DRILLS WILL BE PRACTICED EVERY OTHER MONTH\*\***

**The Director will initiate all drills and maintain records of all drills**

**Procedures for disaster emergencies shall be posted in all classrooms.**

**Intruder or Dangerous Adult:**

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the center:

• Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.

• A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director to assist with the situation.

**IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT**:

• Staff members will be notified by the Director of the threat using the “Page” feature on the telephones or the 2-way-radio.

• ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director before continuing with activities.

• The Director, or a staff member designated by the Director will contact the New Castle Police Department - (765) 529-5355 to notify them of the situation.

• The Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

**IN THE EVENT OF AN INTOXICATED PARENT:**

• The Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.

• If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.

• The Director or Lead Teacher will inform the parent that the police will be notified.

• Call the New Castle Police Department – (765) 529-5355 and inform them of the situation. Provide as much information as possible, including parent’s name, make/model of the car, and license plate number.

**Blizzard/Severe Winter Weather:**

The Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Parents enrolled in the texting program will receive a text from Agape’ about the situation. Lead Teachers are also responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

**Missing or Abducted Child:**

• In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director to help with the search.

o If the child cannot be located in a reasonable amount of time, the Director will notify the New Castle Police Department – (765) 529-5355 and the child’s parents.

• In the event of an abducted child, the Lead Teacher must immediately contact the Director, the New Castle Police Department, and the child’s parents.

**Power Failure:**

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

• Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.

• Activities will resume as possible until parents arrive.

**Bomb Threats:**

If a staff member receives a bomb threat or locates a suspicious package, the Director must be immediately notified. DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE. The Director will contact the New Caslte Police Department (765) 529-5355.

**IF YOU ARE ON DUTY IN CLASSROOM:**

• Position yourself between the children and impending threat, as much as possible.

• Collect the classroom first aid kit, emergency cards and attendance book.

o Staff member closest to the outdoor exit is responsible for leading children out that exit. Every classroom must stay together as a group.

o Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.

• Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance book to ensure all children are accounted for.

o If the Lead Teacher is not present, the Assistant Teacher will assume this responsibility.

• The Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.

• If unable to return to the building in a timely manner:

o Lead Teachers will be responsible for contacting parents and informing them of the situation.

**General Emergency Procedure Guidelines:**

• A First Aid kit is located in each classroom. An additional First Aid kit is also available in the office. Staff members are responsible for reporting when additional items are needed.

• All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child’s body) staff members are required to call parents before pick up to inform them of the incident.

• Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.

**• In the event of an emergency, it is important to remain calm.**

**• As a staff member, your first responsibility is ensuring the safety of the children in your care.**

**HAND WASHING PROCEDURE:**

All adults in Agape’ classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

HOW TO WASH YOUR HANDS MOST EFFECTIVELY

• Use soap and warm (between 60 and 120 degrees F), running water

• Rub hands vigorously for at least 20 seconds (sing the “ABC’s”).

• Wash all surfaces, including backs of hands, wrists, under fingernails with fingers pointed to the sink drain

• Rinse hands well with the water running

• Dry hands with a disposable towel

• Turn off water with the paper towel

WHEN TO WASH YOUR HANDS

• Upon arrival in the classroom

• When changing from one group of children to another

• Before preparing or serving food

• After eating food

• Before AND after diapering/toileting a child

• After contact with bodily fluids (vomit, blood, mucus)

• Before and after administration of medication

• Before and after sensory play, including water play

• After coming indoors or returning from a break

• After handling pets

• After using the restroom

WHEN TO WASH THE CHILDREN’S HANDS

• Before eating, drinking or preparing snacks for others

• After eating

• After using the toilet or having their diapers changed

• After contact with bodily fluids (vomit, blood mucus)

• Before and after sensory play, including water play

• After returning indoors from the playground

• After handling pets

**If they are too young to do it themselves, YOU wash the children’s hands. Older children should get into the habit of hand washing to stop disease from spreading. Remember: they will learn by watching YOU.**

**DIAPERING PROCEDURE:**

**Preparing for Diapering:**

To minimize contamination outside of the diapering area, prepare for a diaper change before bringing the child to diapering area, for example, by having ready:

* Wash hands before diapering.
* Changing table paper to cover the table from the child’s shoulders to heels (in case it becomes soiled and must be folded over to give a clean surface during the change)
* Wipes for the diaper change
* A clean diaper and clean clothes if soiled clothing is anticipated
* Non-porous gloves if they will be used, and diaper cream if cream is being used

**Diapering Procedure:**

1. Prepare for diapering as indicated above.

2. Place child on diapering table. Remove clothing to access diaper. If soiled, place clothes into plastic bag.

3. Remove soiled diaper and place into lined, hands-free trash container used only for diaper waste.

4. Use wipes to clean child’s bottom from front to back.

5. Throw soiled wipes into lined, hands-free trash container.

6. Put on clean diaper and redress child.

7. Place child at sink and wash hands following the “hand washing procedure.”

8. Spray diapering surface with bleach-water solution and wait more than 10 seconds before wiping with disposable towel or allow to air dry **when needed and at the end of the day**. It should be noted that the recommended practice is to wait for 2 minutes to allow the solution to kill the germs. However, if there is a delay of at least 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.

9. Adult washes hands and child’s hands using the “hand washing procedure,” without contaminating any other surfaces.

**Additional Precautions:**

• The diapering surface must be sanitized with a bleach-water or other approved sanitizing solution (all surfaces must be to be sanitized – e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface). The bleach-water solution must be allowed to stay on the surface for more than 10 seconds, and ideally 2 minutes, to kill the germs. So it is best for staff to spray the surface as the last step of the diapering procedure before washing their own hands. After the time lapse, the surface can be dried (no additional handwashing required at this time) or allowed to air dry (and wiped dry if still damp) before use with another child.

• Diapers are disposed of in a hands-free covered can (usually one that has a step pedal that lifts the lid) to prevent further contamination of surfaces.

• Toys that are played with or objects that are touched, while children’s diapers are changed, must be put aside to be sanitized.

• Note: Both child’s and staff’s hands must be washed after the diapering procedure is completed.

**CLEANING, SANITIZING AND DISINFECTING OF EQUIPMENT:**

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings. Routine **cleaning** with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. **Sanitizing** removes dirt or filth and small amounts of germs. Bedding, bathrooms, kitchen counters, dishes and eating utensils are clean (to remove dirt) then sanitized. But some child care items and surfaces require the added step of **disinfecting** after cleaning to kill the germs on a surface. Diaper changing tables, hand washing sinks, table tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive, effective and easy way to remove or kill germs found on surfaces in child care. Bleach and water solution may be used in several ways:

• Dipping the object into a sink or pan filled with the bleach and water solution then letting the item air dry.

• Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.

• Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.

All containers of bleach/water solution should be clearly labeled with the contents of the container and the date. Example: Bleach and Water Solution, March 3, 2010. Remember to keep all containers of cleaning and disinfecting products out of the reach of children.

A solution of bleach and water loses its strength and is weakened by heat and sunlight. A fresh bleach and water solution must be mixed every day. Unused bleach and water solution should be poured down a drain at the end of the day. Do not discard bleach water solution where other cleaners or chemicals are used. **Do not mix household bleach with other household chemicals** such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.

**Sanitizing:**

When using bleach and water for sanitizing eating utensils or toys that are mouthed, a weaker bleach and water solution may be used.

**• 1 teaspoon bleach to 1 quart of cool tap water**

• Dishes, eating utensils and toys should be submerged in the bleach and water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

**Disinfecting:**

Use a stronger bleach and water solution on diaper changing tables, hand washing sinks, toilets, and other surfaces that need disinfecting. Use the following recipe to mix bleach and water for disinfecting.

• **¼ cup household bleach in 1 gallon of cool water OR**

**• 1 tablespoon bleach to 1 quart of cool water**

**• Allow the surface to remain wet for 2 minutes**

**Room 13 Procedures**

**Opening:**

* Plug in baby wipe warmer
* Check to see if any child needs diapers/clothing, if so fill out “In Need Of” form and put in child’s cubby
* Put away cleaned toys
* Put clean sheets on rocking chairs
* Make sure you have bleach/water spray bottle and soap/water spray bottle in the classroom
* MONDAYS-Put clean crib sheets on mattresses
* MONDAYS-empty out soap/water spray bottle and make new solution

**Nap time:**

* Lay cots out with pillows and blankets
* Check the daily charts and make sure they are filled out
* Take laundry (Room 13 and 14) down to the janitors closet and start the washer (This could be done after lunch and put in dryer during nap break)
* Wipe down cots with bleach water and stack
* WEDNESDAY-Get Sign-Up sheets and each child’s daily chart ready for the next week
* WEEKLY-Wipe down large toys (kitchen, shelves, tool bench, activity table, etc.) with bleach/water

**Closing:**

* Get clean laundry from dryer and put it away. (Room 13 and 14 laundry is washed together)
* Send dishes to the kitchen at the end of the day, rinse dishes first (on Friday, leave the milk cups in the refrigerator)
* Take sheets off of all of the rocking chairs at the end of the every day
* Mop floor at the end of the day
* Write room count (for Room 13 and 14) on the sheet in the office (behind door)
* Put Accident/Incident Reports in Kristen’s Mailbox
* Spray all toys and dress up clothes with Lysol spray
* Vacuum (move furniture to vacuum as needed
* Wipe down turtle ball pit, room 13’s ball pit, the alphabet mat in room 13, the climbing mat in room 14 and the baby mat in room 14 with bleach water
* Wipe down mirrors
* Put walkie talkie on charger or turn off Room 13’s walkie talkie
* Wipe down changing table with bleach water
* Make sure paper towels, gloves, and wipes are stocked
* Wash toys in “Toys to be Washed” bin with bleach water and let them air dry
* Unplug baby wipe container and bottle warmers

**Fridays Only:**

* Friday Only-Take sheets off of crib mattresses at the end of the day
* Friday Only-Spray the mattress pad with bleach spray at the end of the day
* Friday Only-Get sleep sacks from under each crib and put in laundry basket
* Friday Only- Put Lunch and Breakfast Sheet (on the clip board) on Leah’s desk at the end of the day
* Friday Only- Put Breakfast, Lunch and Nap sign-up sheets on the bulletin board outside of the door
* Friday Only- Put weekly charts in Leah’s box
* Friday Only- Hang up new weekly charts
* WEDNESDAY AND FRIDAY- Put tent, tunnel and buggies in the resource room
* WEDNESDAY AND FRIDAY- When everyone has gone, move time cards and invoices to the counter in the office

**Throughout the Day:**

* Wipe down all eating surfaces with **soap and water mixture**, then **bleach and water mixture** before and after every meal or snack (Including high chairs)
* Sweep floor after snack, after meals, at the end of the day, and as needed
* Mark kids that are present in red attendance book kept on the tray on the desk
* Fill out Accident/Incident Reports and Happy Mail as needed

**Monthly:**

* Clean all toys-toys that can be submerged, soak in bleach water for 2 minutes and then let air dry, wipe down everything else with bleach water, wash stuffed animals/dress up clothes in washer
* Change out toys and centers

**Room 14 Procedures**

**Opening:**

* Check to see if any child needs diapers/clothing, if so fill out “In Need Of” form and put in child’s cubby
* Put away cleaned toys
* Make sure paper towels/toilet paper/soap are stocked for the day

**Nap time:**

* Lay cots out with pillows and blankets
* Check the daily charts and make sure they are filled out
* Take laundry (Room 13 and 14) down to the janitors closet and start the washer (This could be done after lunch and put in dryer during nap break)
* Wipe down cots with bleach water and stack (Westyn and Hazel’s cots go on top)
* Wednesday-Get Sign-Up sheets and each child’s daily chart ready for the next week

**Closing:**

* Get clean laundry from dryer and put it away. (Room 13 and 14 laundry is washed together)
* Send dishes to the kitchen at the end of the day, rinse dishes first (on Friday, leave the milk cups in the refrigerator)
* Take sheets off of all of the rocking chairs at the end of the every day
* Mop floor at the end of the day
* Write room count (for Room 13 and 14) on the sheet in the office (behind door)
* Put Accident/Incident Reports in Kristen’s Mailbox
* Spray all toys and dress up clothes with Lysol spray
* Vacuum
* Wipe down turtle ball pit, room 13’s ball pit, the alphabet mat in room 13, the climbing mat in room 14 and the baby mat in room 14 with bleach water
* Wipe down mirrors with bleach water
* Replace paper on art easel
* Put walkie talkie on charger
* Wipe down changing table with bleach water
* Make sure paper towels, gloves, and wipes are stocked
* Wash toys in “Toys to be Washed” bin with bleach water and let them air dry

**Fridays Only:**

* Friday Only-Take sheets off of crib mattresses at the end of the day
* Friday Only-Spray the mattress pad with bleach spray at the end of the day
* Friday Only-Get sleep sacks from under each crib and put in laundry basket
* Friday Only- Put Lunch and Breakfast Sheet (on the clip board) on Leah’s desk at the end of the day
* Friday Only- Put Breakfast, Lunch and Nap sign-up sheets on the bulletin board outside of the door
* Friday Only- Put weekly charts in Leah’s box
* Friday Only- Hang up new weekly charts
* Wednesday and Friday- Put tent, tunnel and buggies in the resource room
* Wednesday and Friday- When everyone has gone, move time cards and invoices to the counter in the office

**Throughout the Day:**

* Wipe down all eating surfaces with **soap and water mixture**, then **bleach and water mixture** before and after every meal or snack (Including high chairs)
* Sweep floor after snack, after meals, at the end of the day, and as needed
* Mark kids that are present in red attendance book kept on the tray on the desk
* Fill out Accident/Incident Reports and Happy Mail as needed

**Monthly**:

* Clean all toys: Toys that can be submerged, soak in bleach water for 2 minutes and then let air dry, wipe down everything else with bleach water, wash stuffed animals/dress up clothes in washer
* Change out toys and centers

**Room 16 Procedures**

**Opening:**

* Check to see if any child needs pull-ups; If so, make a note and put on cubby
* Wash and refill water cooler

**Naptime**:

* Lay out cots with pillow and blanket before going to lunch
* Fill out naptime and eating patterns chart
* Wipe down cots with bleach water

**Throughout the Day:**

* Before snack, wipe down table with soap/water mixture and then bleach/water mixture
* Wipe down surfaces after snack with soap/water mix and then bleach/water mix
* Mark kids that are present in attendance book
* Fill out Accident/Incident reports and Happy Mail as needed

**Closing**:

* Spray room with Lysol spray
* Vacuum (move furniture as needed, especially around art center and sand table, vacuum stage as well)
* Wipe down mirror with bleach water
* Wipe down tables with bleach water
* Put Walkie Talkie on charger
* Stock paper towel, gloves, wipes, napkins, cups, Kleenex
* Wash out paint brushes and restock paper at easel
* Make sure toys are put away in the correct place (check the lids on markers)
* Put the orange bars on the door in the gym
* Put the orange bars on all Agape entrances
* Write daily count on the chart in the office behind the door
* Erase chalkboard and wash down as needed

**Friday**:

* Put breakfast, lunch, nap signup sheet up on bulletin board outside door (Request more copies as needed from the office by filling out a Xerox request form)
* Take laundry down to washer in janitors closet at 11:00am or earlier if possible, change to dryer at nap time, put laundry away at closing time
* Wednesday and Friday-move time cards and invoices to office
* Dump out soap/water spray bottle, make new solution for next week

**Monthly**:

* Clean all toys-toys that can be submerged, soak in bleach water for 2 minutes and then let air dry, wipe down everything else with bleach water, wash stuffed animals/dress up clothes in washer
* Change out toys and centers

Conclusion

Please sign and return this form to document your understanding of the enclosed policies.

By signing below, employees and Director agree to abide by the written policies as stated in this handbook and acknowledge that these policies are subject to change.

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Director’s Name (print) Director’s Signature Date

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Employee’s Name (print) Employee’s Signature Date