

CHRISTIAN COMMUNITY CHILD CENTER
DELEGATION OF ADMINISTRATION OF AUTHORITY

Board of Directors

Beth Meller
Executive Director, Administrator

Kelly Hillman & Julie Schroeder
Directors

Teachers, Assistant Teachers, Kitchen, Clerical & Custodial Staff

PURPOSE STATEMENT

Adopting the value that Jesus placed on children and families, Christian Community Child Center seeks to provide exceptional care in an environment where the love of Jesus is expressed and his message is shared.

ADMISSION POLICY

General Information

Christian Community Child Center is a non-profit organization that provides care and educational services for children whose parents are employed outside the home as well as pre-kindergarten programming for children of the community. The center is open Monday through Friday, year around from 6:00 am to 6:00 p.m. and is licensed for 120 children ages 6 weeks through 12 years of age. Christian Community Child Center's license, granted by the State of Wisconsin, is displayed in the front entrance of the center. In addition to the policies of Christian Community Child Center, the Center complies with the rules and regulations as stated in Wisconsin Administrative Code DCF 251.

Philosophy

Young children are naturally curious, creative and open to new learning experiences. At Christian Community Child Center, your child is provided with stimulating activities in language arts, music, science, math, art, sensory experiences, large motor activities and more. The staff has a thorough understanding of how children learn and grow and provides for each child's individual needs through developmentally appropriate activities planned for the children.

Christian Community Child Center provides an inspiring environment that encourages each child to develop the spiritual, intellectual, emotional, physical and ethical skills needed to grow into productive, caring citizens. The children are given the freedom to choose from developmentally appropriate activities that help each child to advance to their own fullest potential.

While intellectual concepts comprise a significant component of early childhood education, the development of social skills is important so each child develops socially while retaining his/her sense of identity and integrity.

Early education experiences set the basis for later learning. The goal of Christian Community Child Center is to provide a well-rounded, quality program through which your child can feel good about him/herself while continuing to grow and develop.

The family unit is the most important influence in the life of a child. We respect parents as the most important provider of care and nurturing, and we believe parents and childcare staff are partners in each child's care and education. We encourage parents to visit the Center whenever possible and to let the teachers know how we can best accommodate you and your child.

Nondiscrimination Statement

Christian Community Child Center does not discriminate in its intake services or personnel practices on the basis of age, race, color, creed, sex, sexual orientation, political persuasion, religion, national origin, disability, or association with a person with a disability.

Communication

A parent bulletin board is displayed near the parent sign-in data terminal. Notices of upcoming events, center rates, holidays, postings of communicable diseases, immunization clinics, and other items of interest are posted for parents to see. Annual parent surveys (located by parent board) help further develop and/or enhance center policies. A copy of the complete parent policy handbook and the DCF 251 state licensing rules are available for parents to consult concerning questions of procedure. Each classroom also has a parent information board with classroom schedules, lesson plans, and other notices posted.

Parents are encouraged to visit the center at any time to see their child and to observe the program. The only exception to parental visitation is a court order that denies such visitation. It is requested that parents schedule their visitation times with the child's daily schedule in mind, and not visit while the child is asleep.

Daily communication is encouraged between staff and parents through verbal and written means. Children age 2 and under receive written daily sheets, which update the parent on the child's day at the center. Parent Teacher conferences are formally offered twice per year, or more frequently per parent or teacher request.

Child Abuse and Neglect

All center personnel are required to report any children who appear to be emotionally, physically, or sexually abused or neglected to the County Child Protective Services, County Sheriff or City Police. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Personnel receive annual in-service training about indicators of abuse or neglect, reporting laws and documentation methods.

Enrollment Procedure

Prior to admission to the center, parents and children should visit the center to meet the administrator and the staff to observe the program. An interview will be conducted to obtain information and assist in individualizing the child's care. Application materials will be provided at this time, which must be returned prior to actual enrollment in the center. The registration fee must be submitted to secure placement for your child.

Required Records

Parents must complete enrollment forms prior to the first day of attendance. All records remain confidential. Information which is pertinent to the care of your child shall be given only to Center staff. No information about the child's progress or behavior shall be given to outside sources without written parental consent.

The center also maintains a logbook for medication and injury. Teachers and other staff members are responsible to record any injuries received by a child and the action taken

by staff attending the child. Medication dispensed to a child will also be documented in this book.

The following records shall be on file for each child: child enrollment form; child health report; health history, immunization record, intake information for children, emergency medical consent cards, names of persons authorized to call for the child, general authorizations for field trips, publicity and emergency care and parental proof of insurance.

A written report of the daily attendance and birth date of each child attending the center is maintained in individual classrooms, including arrival and departure hours.

Items needed at the Center

Parents must provide the following items to remain at the center:

1. Complete change of clothes: underwear, shirt, pants, socks, sweater or sweatshirt. (Parents are requested to replace items as child grows and also to accommodate seasonal weather changes.) It is also requested that parents provide several changes of clothing for children not yet toilet trained. All soiled clothing will be sent home in a separate bag for laundering.
2. Extra mittens, boots, hat, scarf in winter; swimsuit and towel in summer.
3. Diapers and wipes for children who are not yet toilet trained.
4. Blankets and/or sleeping bags (laundered by parents weekly)

Please label all items the child brings to the Center with a first initial and last name, including jackets and other clothing.

A special security toy or blanket may be brought for the child's naptime. It must be labeled and kept in the child's bin until rest time. Children are allowed to occasionally bring special toys or items from home when they have show and tell time. The center will provide cribs and sheets for infants and toddlers. Cots are provided for older children. Parents are responsible for bedding, i.e., blankets, and sleeping bags for children who sleep on cots. Breakfast, lunch and an afternoon snack are provided.

Early morning and late afternoon snacks are provided as needed.

Care for Children with Special Needs

Parents and staff confer regarding special needs and arrangements for any child with special needs. Whenever possible, the center staff tries to visit and develop a communication network with other agencies or programs in which the child is enrolled. Individualized programming is developed to meet a child's individual needs.

Rules and Regulations

Upon registration, each family is provided with a copy of the Parent Handbook. A copy of the state-licensing handbook with which we are legally bound to comply is also available for parents at the center.

A signature sheet is provided at the end of this handbook indicating that parents have received the Parent handbook. It is to be signed and returned at the time of enrollment.

Pets

At Christian Community Child Center, the only pets in classrooms are fish.

Parents are notified in written memo by classroom Teacher or by visiting the room that the class will be receiving a classroom pet. All contact between pets and children shall be under the close supervision of a child care worker who is close enough to remove the child immediately if the pet shows signs of distress or the child show signs of treating the pet inappropriately.

Enrollment Status – Definitions:

Enrollment is defined as having a completed and approved registration form on file and in attendance at least one day in a given month.

Children ages 6 weeks to 5 years are accepted on a full-time basis. Full-time enrollees are registered for up to ten hours per day, five days per week. Part-time enrollment includes children ages 2 years and older who are accepted on a part-time, hourly basis as available within the necessary age group's classroom. Part-time also includes children who do not attend all 12 months throughout the year.

What to Wear

Children should dress in comfortable, washable play clothing. Tennis shoes or other firm support shoes should be worn. Appropriate footwear allows children to participate in running and jumping activities in outdoor play. Sandals, "Jelly" shoes, etc. are considered to be dangerous for children to wear because of easy accessibility to toes, susceptibility to slivers, etc. It is very easy to stub or step on toes in a childcare setting.

Children play outside daily so they need appropriate outerwear. Please mark all of your children's clothing and belongings clearly with a first initial and last name.

Daily Arrival and Departure

Arrival and departure times are important in the child's and parent's day. We encourage parents to take time at the beginning and end of each day to talk with the staff and to allow the child time to become acclimated to the day's activities, or to wind up the day's activities.

PLEASE do not sneak out in the morning, even if your child is occupied in an activity. Let your child know you are leaving and when you will return. Your child may cry when you leave, but he/she will generally settle down shortly after your departure.

If an authorized person arrives to pick up your child and appears impaired by drugs or alcohol, the staff will approach the person and request that they contact someone else to pick the child up. If the person refuses, staff will contact law enforcement.

At the end of the day, have your child pick up the toys they are playing with when you arrive. While they are picking up, check with staff for messages and check for any items the child has made to take home. *PLEASE* take time to let your child show you what they have done during the day. A little extra time may mean the difference between a pleasant or unpleasant experience for both you and your child.

1. Bring your child directly into the child care center no sooner than 10 minutes prior to your scheduled drop-off time. Take your child to their classroom and notify staff of your arrival.
2. Register your child in and out each day.
3. If you are delayed in calling for your child by more than 10 minutes, call the Center, (920)203-3159, so we may inform your child that you will be later than usual and so we can arrange the necessary staff coverage.
4. Call the Center before their scheduled start time each day your child is absent.
5. Notify the Center immediately of any changes in residence, telephone numbers, emergency contacts and authorized people to call for your child.
6. Your child will be released only to those persons you have authorized on the child's enrollment form. Please inform these people that they will be asked to show a picture ID when they pick up your child to any staff member who may be unfamiliar with them. In an emergency, parents shall be required to fax or send a dated handwritten note authorizing unfamiliar persons to call for their child. Center personnel will call the parent to verify information.
7. Please take time to communicate any information pertinent to your child's care to staff each and every day.
8. At the end of the day, again sign your child out.
9. Failure to pick up children by closing or within 10 minutes of scheduled time (without making previous arrangements) shall result in a \$10.00 assessment for each 15 minutes after the scheduled time.

Child Custody Issues

Children will be released only to those people listed on the child's enrollment form. In the event that custody becomes an issue, a court order stating that a non-custodial parent may not pick up a child at the child care center must be submitted to the office before any changes are made in parental authorization to call for the child. Law enforcement officials will be called immediately should a custody battle arise at the childcare center.

Fee Policy

We have reserved a place for your child in the Center. Fees are charged based on your child's age and attendance schedule, whether or not your child is present on a scheduled day. Our costs remain fixed even if your child is absent. The following policies govern the payment of fees.

1. Payment is made on a weekly basis in advance of a child's care for the week. For parents using Tuition Express, the automatic payment system used by the Center, a weekly discount in the usual payment is given. Children will not be allowed to attend unless tuition has been paid. There is a \$10 late fee added if payment is made after Mondays at noon.

2. Children enrolled full-time will receive ten days of vacation credit after six months of full-time enrollment. Each year on the anniversary date of enrollment, ten days will be available. Fees will not be charged for this time provided the parent notifies the administrator of the vacation one-week in advance. If not used by the next anniversary date, the days are forfeited.
3. A two-week written notice is required for withdrawal from the Center. If two weeks' notice is not given, the parent is still responsible for payment of two weeks fee. Vacation credits may not be used for this purpose.
4. Christian Community Child Center operates within the hours described on the posted state license located in the Center. Failure to pick up the child by 6:00 p.m. or within 10 minutes of scheduled pickup time shall result in a \$10.00 assessment for each 15 minutes after that time.
5. Christian Community Child Center will periodically review the need for a fee increase. If such an increase is deemed necessary, parents will receive a minimum notice of 30 days.
6. Children attending part-time do not receive vacation days. Part-time enrollment includes children ages 2 years and older who are accepted on a part-time, hourly basis as available within the necessary age group's classroom. Part-time also includes children who do not attend all 12 months throughout the year.

Days Closed- Emergency Closing Procedure

The following holidays are observed for which the center will be closed: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following; Christmas Eve, Christmas Day, and New Year's Eve. If a holiday falls on a Saturday, the center is closed on Friday. If a holiday falls on a Sunday, the center is closed on Monday. Regular tuition fees are charged for these days. In the unlikely event of closure due to inclement weather, an announcement will be made on local radio stations and parents are requested to pick up their child as soon as possible. Usual fees will be charged for these days also.

Emergency Medical Source

Christian Community Child center will use a local hospital as our designated source of emergency medical care should the need arise.

CHILD GUIDANCE POLICY

Child Abuse and Neglect

All personnel are required to report any children who appear to be emotionally, physically, or sexually abused or neglected to the County Child Protective Services, County Sheriff or City Police. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Personnel receive biannual in-service training about indicators of abuse or neglect, reporting laws and documentation methods.

Child Guidance

Children are helped to learn self-control and how they can function in today's world in a relaxed, positive atmosphere of support and understanding that recognizes childhood's struggles. Discipline is viewed by adults as an important aspect of teaching and learning. Children are accepted as they are-not as immature creatures whose deficits and weaknesses need to be "fixed". Development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs.

Guiding Young Children

Young children strive for understanding, independence and self-control. Children learn by exploring, experimenting and testing the limits of their environment and experiencing the consequences of their *behavior*. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness. In this drive to understand, they need adults to set limits in order to keep children from harming themselves, other people and the physical environment; feel safe and secure; and gain a better understanding of what behavior is expected of them. Positive, effective guidance is used based upon the following principles:

- Discipline is a matter of training, planning, setting clear limits and expectations, redirection and logical consequences, not punishment.
- Discipline is a matter of prevention .anticipating situations and preventing them before they happen.
- Our job is to gently encourage and support self-control, to protect children, and to help them learn how to behave reasonably.
- Children naturally poke, push, hit, even bite each other; they also drop, tear apart, and smash things in an effort to learn more about their environment. It is natural for children to test limits, to assert themselves in order to find out about their own power.
- Our job is to keep children interested and the room arranged to prevent children from bunching up, since the more bunching there is, the more unpleasant incidents there will be. Incidents are resolved calmly and patiently as they happen.
- Each child is respected as a special individual struggling to achieve self-control.
- Children are not labeled, since children will believe what we tell them about themselves.

Shaken Baby Syndrome

Crying is normal for healthy babies just like eating and sleeping is. Crying is how babies communicate and exercise their lungs. They cry to get attention. Eventually, babies will outgrow crying just as children learn to stop messing their diapers. Care plans for children at CCCC will provide for teachers to ask the following questions when babies cry:

- Is the baby hungry?
- Is the baby uncomfortable?
- Is the baby sleepy?
- Is the baby frustrated?
- Is the baby bored?
- Is the baby sick?

Teachers will respond quickly by using the proper measures to appropriately manage crying, fussing or distraught children.

Guidance

Physical punishment such as spanking, hitting, or pinching is **never** used to correct behaviors, even at the parent's request. We also will not:

- ❖ shame or humiliate the child
- ❖ shake, jerk, or squeeze children
- ❖ indicate that the child is a "bad child", but rather that the behavior is not acceptable
- ❖ moralize or let too much anger come through, as this may make a child fearful and anxious
- ❖ use "no" too often, but rather we will strive to use positive words
- ❖ use bribes, false threats, or false choices
- ❖ use food or scheduled activities as reinforcers or denial of such as punishments
- ❖ retaliate -children learn the most from us through modeling
- ❖ verbally abuse, threaten or make derogatory remarks about the child or the child's family
- ❖ bind, or tie to restrict movement or enclose in a confined space such as a closet, locked room, box or small cubicle

"Time outs" are given for children over the age of three only when all other methods of guiding the child have been unsuccessful. A time out consists of removing a child from the situation (although they will remain within sight and sound of an adult) in a nonhumiliating manner, and placing the child in a designated location in order to interrupt the child's unacceptable behavior. Time outs will be administered by the teacher in the classroom for a period of time based upon the child's age (1 minute per year of age) not to exceed 5 minutes. If a child continues to show a consistent negative or hurtful behavior pattern, the staff and parents will consult to work out a course of action which is beneficial.

The staff at Christian Community Child Center endeavors to remain calm, but firm, in correcting behavior. The child needs to learn that he/she is responsible for his/her actions. Making the child take the natural consequences for behavior is much more effective than nagging or arguing. When a young child hurts another child, damages the physical environment, or is about to hurt himself, we **always**:

- Make clear to the child that it is the behavior and not the child that is unacceptable
- Help the child with appropriate language to understand the problem with the behavior
- Use redirection, logical consequences, or time out, depending on the age of the child, the misbehavior, and the child's state.
- Assist and encourage children to use language to express their strong feelings.

- Remain confident, knowing that our manner will affect the child's decision to cooperate.

Parents will be contacted regarding any severe behavior problems which may arise and we are unable to resolve.

Biting Policy

A child biting other children is an unavoidable consequence of group childcare, especially with toddlers. It happens in the best of programs. When it happens and continues, it's scary, very frustrating, and very stressful for children, parents and staff.

Biting is a natural stage that some children go through, and it has virtually no lasting developmental significance. ***Biting is not something to blame on children, parents, or caregivers.*** Biting is an act of a child not yet equipped to be fully social; just beginning life as a citizen. Children bite for numerous reasons:

- Teething - When teeth are coming through, applying pressure to the gums is comforting and babies will use anything available to bite. If this is a likely cause, teething rings or objects safe for the child to bite will be given to him/her to lessen the child's need to bite other people.
- Impulsiveness and lack of self-control - Something is there for the child to bite, and it is just a way of exploring the world.
- Making an impact - Reactions to a child biting another child is dramatic - Young children like to make things happen.
- Excitement and over stimulation - When some young children get very excited, they may behave in an out-of-control fashion.
- Frustration - Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before he or she has the capability to express frustration through the use of language.

In all biting situations, it is important that adults show strong disapproval through words and manner. Caregivers try to minimize the behavior by:

- Letting the child know in our words and manner that biting is unacceptable
- Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The biter is immediately removed with no emotion. Words such as "biting is not okay; biting hurts" are used and caring attention is focused on the child who was bitten.
- Working with the biting child on resolving conflict or frustration in a more appropriate manner.
- Examining the context in which the biting occurred and looking for patterns changing the environment, routines, or activities if necessary.
- Observe a child to get an idea about when he/she is likely to bite not attributing willfulness or maliciousness to the child who has bitten. Observing the group

closely until the problem is found. If biting continues, empathizing with all the children, parents and staff involved.

When biting occurs on an “epidemic” proportion, a thorough study will be done of the biting child, the classroom environment, and the targeted children, and, if necessary, outside observers will be called in to help analyze the entire situation. Parents will also be consulted for any changes that are occurring in the child’s home environment. We may also recommend that the biting child’s pediatrician be consulted.

Transitions

When children move from one activity to another, staff members provide smooth and unregimented transitions. Transitions between activities are integrated into the program as learning opportunities. The teacher carefully plans transitions; children are given advance notice to prepare for change. Transitions are gradual rather than abrupt, and waiting time is minimized. Standing in lines is rarely necessary and is discouraged. Examples of transitional activities are guessing games, songs, finger plays, number or color games, etc.

Toilet Training

Children over the age of 18-24 months may be ready for toilet training. Some of the signs indicative of this readiness include:

- child uses words to indicate need to use the bathroom
- child tugs at diaper to indicate need to use the bathroom
- child exhibits natural curiosity about parent’s (and other children’s) bathroom habits.

Teachers and parents need to communicate about the technique that is used at home for toilet training so that consistency is achieved between home and the Center. Dressing the child in manageable clothing, such as pull-ups with velcro sides that he/she can pull on and off easily helps to decrease the “waiting” time before using the bathroom. Clothing that the child cannot manipulate, such as bib overalls, is discouraged while the child is toilet training.

Children will be asked to use the toilet at each diaper-changing time, or about every two hours. At Christian Community Child Center, children are praised for successes and not punished for “accidents”. If however, the child has accidents during the day; the teacher will put him/her back into diapers/pull-ups for the remainder of the day to maintain cleanliness and so that the frustration level of the child does not increase. The parent needs to be sure to provide enough changes of clothing at the Center. During this training period three or more changes are recommended.

Each child develops at his/her own rate, and not all children develop the same skills at the same age. A child will not be punished for lapses in toilet training. Patience is key. Complimenting the child for what he has done well will be an encouragement in the process.

EDUCATIONAL POLICY

Childcare experiences are designed to supplement the experiences of a child at home. The importance of the early years in an individual's life cannot be emphasized enough. Therefore, opportunities are available to allow children to enhance and maximize their spiritual, physical, social, emotional, ethical, and intellectual competence at their own pace and in their own style of learning.

The early years are the most important for a child's growth and development. Children learn, grow, and develop more of their personality characteristics in these years than at any other time. They develop communication skills, learn to interact with people and things around them and experience rapid physical growth. They change from being centered on themselves to cooperating with others. Total dependence on others changes to independence in meeting many of their own needs. Intellectual skills begin as reactions to things around them and change to problem solving approaches and learning. The remainder of their lives builds on the fundamentals learned in the early years. The goal of our program is to insure that children develop their many skills to the best of their ability and that they feel good about who they are and what they are able to do.

The overall program at Christian Community Child Center is based on several fundamental beliefs about children:

1. Learning is fun.
2. The early years are ideal for learning.
3. Children learn best by doing.
4. Quality preschool and school age programs have a long-term positive affect.
5. Each child develops skills and abilities at a different rate.
6. Programs should encourage a positive self-concept.
7. Children are unique individuals

Curriculum development

Curriculum plans are based upon knowledge of child development and assessment of each child's needs and interests, skills and talents. The learning environment and the activities for the children reflect the philosophy and goals of Christian Community Child Center. Our Christian beliefs will be taught in such ways as prayer, Bible stories, singing songs, holiday celebrations and programs.

Teachers plan the activities for each week according to the age-appropriate topics of interest as expressed by the children. They submit lesson plans which are surveyed for development appropriateness, creativity and variety. A written lesson plan is available for parents at the parent information table at the beginning of each week. These plans are designed to provide experiences enhancing all areas of development.

Center staff plans outings and excursions as part of the regular program. Many opportunities for walks are offered. When a vehicle is required, a bus from a licensed

bus company will be contracted. Christian Community Child Center does not provide any other transportation services. Some excursions or field trips may include a minimal

fee, based upon bus cost and entrance fees. A notice to parents and a permission slip will be sent home at least one week before a planned field trip. We also encourage parent involvement and would welcome parents on any of our outings. Teachers may include a field trip to a local swimming pool for school aged children. The supervision provided for such an outing would meet or exceed state requirements.

Physical settings

Staff is encouraged to arrange classrooms in a developmentally appropriate manner. Staff is also expected to maintain neatness and organization of classrooms as well as the common areas within the center.

Outdoor Activities

All children will be offered experiences outdoors. We offer a large fenced in area with bikes, sandbox, ample running area and many outside toys. We will take walks on and off the property when the weather permits. Water activities and wading pools will be part of the outdoor experience during summer. Pools will be emptied, cleaned and sanitized after each use. Supervision will meet or exceed state requirements.

Infant-Toddler Programming

A well-designed learning environment allows staff to focus on teachable moments of one-to-one or small-group care and learning that lie at the heart of healthy development. Caring, nurturing, learning moments, or conversations, during which there is total engagement with people and things is essential. A rich built-in learning environment allows caregivers relaxed time to feed, diaper, dress, ease into or out of sleep, or otherwise nurture a child. Time to talk, to listen, to play all the call-response games the child sets in motion is a daily experience. Teachers use each teachable moment to its full advantage for language development.

The infant and toddler environments at Christian Community Child Center are planned and organized to maximize:

- Large and small motor experiences, for younger babies: looking, reaching, cuddling, grasping, holding, crawling in or out, over and under. For toddlers: gripping, throwing, manipulating, walking, climbing, pushing and pulling.
- Sensory experiences: exploration of texture, color, sound, size, shape, smell, taste and weight.
- Cognitive experiences: object permanence, spatial relationships, classifying, collecting and dumping, cause and effect experiences and problem solving.
- Language: adult-child conversations, singing, books, music, rhyming and sound explorations.
- Social experiences: caregiver-child one to one, child-initiated interactions, guiding and modeling positive peer interactions. Learning how to be a friend.
- Expression: art, movement, doll and soft play, imitation and beginning dramatic play.

Prior to admission, an interview is conducted with a child's parent or guardian to obtain written information that will aid the teaching team in individualizing the program of care for the child. Information shall include, but not be limited to, schedule of meals and feeding, types of food introduced and timetable for new food, bathroom and diapering procedures, sleep and nap schedule, the child's way of communicating and being comforted, and developmental and health history. Every three months parents document any changes in the child's development and routines on an Intake form provided by the Center. This is done to coordinate care between home and the center as much as possible. Notes will be sent home daily with your infant child. Each infant and young toddler is allowed to form and follow his/her own pattern of sleeping and waking. Infants and toddlers are taken outdoors of part of each day except during inclement weather.

YOUNG LEARNING PROGRAM (ages 3- 5)

Opportunities within the daily schedule include: active/quiet times, free choice/structured group times, indoor/outdoor times, group participation/individual choice times, meal times, rest/nap time, and time with friends. All activities are designed to provide a balanced blend of activity so the child is neither bored nor over-stimulated. All activities will promote the following: self-esteem and positive self-image, social interaction, such as "How to be a friend", self-expression and communication skills, creative expression, large and small muscle development, sound health, safety, and nutritional practices, respect for diversity in age, gender, abilities and thinking and provisions of intellectual growth. A classroom schedule is posted in each individual classroom; schedules typically resemble the following type of pattern, but follow the children's individual needs and developmental levels.

Typical Schedule:

6:00-7:45	Arrival/Free choice
7:45-8:00	Prepare for breakfast (bathroom/diaper change, wash hands, etc.
8:00-8:30	Breakfast
8:30-9:00	Quiet group activity
9:00-9:30	Art/Sensory experience or free choice
9:30-10:30	Outdoor Activity
10:30-10:45	Story time activity
11:00-11:30	Prepare for lunch
11:30-11:45	Clean-up/Wind down
11:45-1:45	Rest Time/Naps
1:45-2:00	Prepare for snack
2:00-2:30	Snack
2:30-4:00	Indoor or Outdoor Activity
4:00-Close	Individual Free Choice Activity

Early Morning and Late Afternoon Programming

Early morning and late afternoon activities are planned to allow children time to adjust to the transitions of arrival and departure. Early morning arrivals are given the opportunity for quiet play in the classroom. Various toys and activities are available for free selection. Children may rest or request special activities from the

early morning staff person. During arrival and departure times, groups may be combined into mixed-age groups.

Late afternoon programming includes quiet play, individual choice activities or outdoor play. End of the day activities are self-selected by the child based on their interest and materials available to them for play. End of the day clean-up is also an important responsibility for the children as they depart.

Napping

Children 5 and under in care for 4 or more hours will be required to nap or rest for a short period each day. Children who do not sleep after 30 minutes of quiet resting will be allowed to get up and will be given 3 choices of quiet activities until others wake.

Cultural Diversity

Recognition of and respect for cultural diversity is reflected through language, food, celebrations, and equipment. Puzzles, games, dolls, dramatic play equipment, movies, books and posters are selected and made available to depict not only diverse customs, but also occupations and family situations. Songs, records and other language experiences are also used to expose children to diversity in age, cultural, gender and abilities.

Recording of Attendance

Each classroom is provided with an attendance chart that lists the name and birth date of each child enrolled in the class. Each room also receives a current child's schedule each week that illustrates the attendance expected on any given day, complete with hours of arrival and departure for each child. In addition, any time a child has not arrived within an hour of their registered time, a call will be placed to the home notifying of such. Parents should always notify the Center before the registered start time when their child will not be in attendance.

LEARNING THROUGH PLAY

Many times when parents observe or visit a classroom, they think the children are "just playing". But the way children learn best is through play. As the children are exploring all the different centers, here are some of the skills they may acquire.

Language Arts (books and flannel boards)

- Increases vocabulary growth □ Develops listening skills

- Develops reading readiness skills
- Develops oral language skills
- Encourages an interest in and respect for books
- Develops an appreciation of good literature
- Develops imagination
- Increases attention span

Science

- Develops observation and discrimination skills
- Develops respect for the environment
- Encourages curiosity

Blocks and building materials

- Provides practice with social skills
- Develops gross and fine motor skills
- Teaches mathematical concepts (shape, size, balance, counting)
- Increases creativity and decision-making skills
- Develops visual discrimination skills
- Provides an opportunity for role play
- Increases communication skills and oral vocabulary

Housekeeping and Dramatic Play

- Provides an opportunity to role play home experiences
- Increases social development and communication skills
- Develops small and large muscle coordination
- Develops self-awareness
- Develops visual discrimination skills

Art

- Provides opportunities for creativity and imagination
- Develops small and large muscle skills
- Develops color concepts
- Provides a release of positive and negative feelings
- Develops reading readiness skills
- Develops pre-writing skills
- Encourages an appreciation for the arts

Sand and water play

- Develops sense awareness
- Develops concepts involving space, measurement, volume
- Increase fine and gross motor skills
- Provides opportunities for problem solving and creative thinking □ Encourages children to think, reason, question and experiment

Manipulative (puzzles and other fine motor toys)

- Develops small muscle coordination
- Increases social development and communication skills
- Fosters imagination
- Teaches mathematical concepts (shapes, sizes, and counting)
- Provides opportunities for problem solving

Large muscle and outdoor play

- Develops large muscle coordination
- Increases social development and communication skills

FIRE/TORNADO AND OTHER EMERGENCY PROCEDURES

Fire Evacuation

Evacuation diagrams are posted in each classroom, in the kitchen and in the main entrance. In the event that evacuation due to fire is necessary, each teacher shall lead the children in his/her class outside the building to the prearranged meeting area. The co-teacher or assistant teacher will be the last person out of the classroom. Each teacher will take the children's emergency information cards (which lists emergency numbers), the class attendance, schedule, and location charts outdoors with them. The Director will be the last person out of the building. Children will be accounted for at the prearranged meeting area. Arrangements will be made to send the children home. The procedure is the same for children at the center during early AM and/or late PM.

Tornado Evacuation

In the event of a tornado children will be gathered in the designated areas within the center (see evacuation diagrams in each classroom). Children will be positioned with their faces to the wall, heads down, and arms covering their heads. Each teacher is responsible for taking the children's emergency information cards, the class attendance chart and schedule along to their designated area.

Co-teachers and assistant teachers will check the classroom before leaving the rooms, the administrator will check entire building to be sure no one is left behind and will be the last person to the designated area.

Training in Evacuation Procedures

All staff, volunteers, and other adults in the building are trained in emergency evacuation and tornado procedures. Children with special needs will be assisted individually to safely exit the building. In case of emergency evacuation, the designated safe location is Perry Tipler School, 325 South Eagle Street, Oshkosh, WI 54902. Staff is also trained annually in the use of fire extinguishers. Documentation of fire evacuation and tornado drills is noted on the appropriate DCF forms as required. The emergency evacuation procedure is practiced on a monthly basis.

Maintenance of Equipment

The staff of Christian Community Child Center checks all fire extinguishers and smoke alarms on a weekly basis. A contractor hired by Christian Community Child Center tests fire extinguishers yearly. Temperatures of at least 69 degrees but not higher than 80 degrees will be maintained within the building.

Other Emergencies

In the event of an emergency due to some other hazard (lack of heat or air conditioning, no water, no electricity, plumbing problems, no telephone), children will remain at the

Center until parents are notified and children are picked up. The Center is equipped with emergency lighting in the case of a power outage. There will always be at least two staff members present when nine or more children are in attendance.

Injuries

All children will have written permission on file from the parent to call a child's physician or refer the child for medical care in case of injury. The Center will contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child at the end of the day.

Christian Community Child Center's designated source of emergency medical care is a local hospital. A first-aid kit is kept in every classroom and in the kitchen. All staff at Christian Community Child Center has received training in Basic First Aid, AED and CPR. These are renewed every year as part of required continuing education.

In case of **minor injuries**, the following procedure will be followed:

- Wash injury with soap and water and cover with Band-Aid or gauze and tape. No medication is to be used.
- Other minor injuries may be treated as appropriate and according to Basic Emergency Care Procedures (Resource books are available to staff in the center).
- The teacher witnessing the incident shall file a report in the Center's medical log and communicate to the child's parents.

In the case if **major injuries** requiring emergency medical care, the following procedure will be followed:

- Make child/staff member as comfortable as possible and apply emergency first aid if indicated by seriousness of injury.
- Notify administrator or other person in charge to contact the Paramedic Emergency unit.
- Contact the child's parents or designated emergency person to call and notify them of the injury and name of hospital to which the child is being taken.
- Take the child's file along, including emergency medical authorization for Center to make emergency medical arrangements.
- One staff person is to accompany the child to the hospital with the Paramedics. This person shall be the Director or designated person in charge.
- The person who witnessed the accident shall file an Accident Report in the child's file and in the Center medical log, and send a copy to licensing.

First Aid for Serious Accidents

- Basic First Aid will be used.
- A Red Cross First Aid Book is on file in the Center office.

- The Center will have on file the name and phone numbers of the medical facilities it will use as its planned sources of emergency care. The number 911 shall be used in emergencies.
- The Director and staff will review the record of accidents and injuries in the Center medical log at six-month intervals to assure that all possible preventive measures are being taken. This review will be documented in the Center medical log.
- Field Trip Accidents will follow the same procedures as above. There will always be more than one adult on a field trip in case of an accident. In case of serious injury, after calling 911, one of the teachers will call the Center and notify the Director of the occurrence and the name of the medical facility to which the child is being transported. She will, in turn, contact the parents with the information.

Extreme Heat or Cold Temperature Procedures

Children will not play outdoors if the temperature exceeds 90 degrees or falls to a wind chill of zero degrees or below. Infants and Toddlers will not go outdoors if the temperature falls to a wind chill of 20 degrees or below.

Emergency Supplies

Tornado kits are prepared for use in case of severe weather, when children may be confined to a sheltered area for a long period of time. Flashlights, snacks, blankets, and battery-powered radios are included. The kits are stored in the classroom. First aid kits are also provided and are taken on walks and field trips.

Lost Child Procedures

All teachers are responsible to know which children are in their care and where the children are at any given time. Teachers will have a completed classroom listing with a child's name, date of birth, schedule, and location of child. However, in the unlikely event that a child should become lost while in the care of Christian Community Child Center, the following procedures shall be followed:

- All available staff will search the premises, or if on a field trip, the staff of the place being visited shall be alerted to assist our staff in making a search.
- If the child is not found within 15 minutes, the local law enforcement authorities shall be notified.
- Parents will be contacted as soon as law enforcement personnel are contacted. If the child is lost on a field trip, the teacher shall contact law enforcement personnel, then the Center Administrator, who will contact the parents of the missing child.

HEALTH CARE POLICY

Christian Community Child Center maintains an ongoing interest in the health and well-being of all children enrolled in the program. Every effort will be made to insure the health

of all children served. It is understood that parents will have the primary responsibility for the health and well-being of their children.

Child Identification and Isolation

Teachers conduct ongoing observation of illness indicators during the day as part of their routine. Such signs of illness include, but are not limited to: sore throat, inflammation and /or mattering of eyes; fever over 100.5; congestion, running nose, sneezing or coughing serious enough to hinder the child from participation in normal center routines including both indoor and outdoor play; any non-diagnosed rash or sore, stomach flu, vomiting, or diarrhea, (two or more loose, watery stools within one hour); a discharge of thick yellow or green mucus from the nose; and any other suspicious signs (including unusual behavior) which might indicate the beginning of an illness.

Any evidence of unusual bruises, contusions, lacerations and burns shall be noted on the child's record, noted in the Medical log and reported immediately to the Director.

Any child who exhibits symptoms of illness or conditions having the potential to affect the health of other persons shall be isolated in an area within sight and hearing of staff member. They will be monitored and cared for while waiting to be picked up. Confidentiality of ill children will be expected of all staff at the Center. Parents will be notified of the child's illness and must arrange for the child to be taken out of the center within a reasonable time (30-60 minutes). When picking up their sick child, parents receive a "sick child" form, indicating symptoms observed, and when the child may return to the childcare center.

Staff Health Requirements

All staff at Christian Community Child Center who work directly with children, with the exception of volunteer workers, will be required to have a health examination within 12 months prior to, or within 30 days after beginning work at the Center. A report shall be dated and signed by a licensed physician and should state that the person is free from any communicable diseases reportable under DCF 251.05(1)(L), and is physically able to work with young children.

Communicable Diseases

When a child is suspected of having a communicable disease or condition such as, but not limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm, scarlet fever, whooping cough, diphtheria, or meningitis, the county or city public health nurse shall be notified by the administrator or teacher in charge. When a diagnosis of communicable disease is made, the exposed children shall be watched for symptoms of the disease and the parents will be notified through a posting made throughout the center, or in a note specifically to the parents of the exposed children. It is the policy of Christian Community Child Center that all cases will be handled in a confidential manner by all staff. The Director shall inform the staff of all such incidents, and the staff shall be responsible for reporting possible new cases to the Director.

Center staff will seek medical consultation from the City Health Department in cases where more than 20% of the children have been infected or re-infected. Their

recommendation will be followed. A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the department.

Illness Policies and Procedures

- The Center shall be notified each day that a child is ill. Parents should call in before their child's registered start time.
- It is recommended that parents obtain medical attention for a sick child. For contagious illnesses, the child must be symptom free for NOT LESS THAN 24 HOURS and the child must have RECOVERED COMPLETELY FROM THAT ILLNESS.
- If Center staff believe medical attention is warranted, parents are expected to seek it and report the diagnosis and physician recommendations to the Center if it is a contagious illness.
- It is recommended that a child be kept home if the parent is aware of any one or more of the following conditions: sore throat; inflammation and/or mattering of eyes; fever over 100.5; congestion. Running nose, sneezing or coughing serious enough to hinder the child from participation in normal Center routines including both indoor and outdoor play; any non-diagnosed rash or sore, stomach flu, vomiting or diarrhea; a discharge of thick yellow or green mucus from the nose; and any other suspicious signs (including unusual behavior) which might indicate the beginning of an illness.
- If throat cultures or other tests have been done to diagnose an illness, the child must be kept home until test results have been verified. Parents must notify the Center of results.
- If a physician prescribes antibiotics, the child must stay out of the Center for 24 hours or 3 consecutive doses of the medication. The only exception to this is a written statement from the physician that the child is not contagious and may return earlier.
- A physician's written permission is required if a child returns to the Center before the required absence time following a contagious illness.

Medication

Center staff may give prescription or non-prescription medication, such as aspirin or cough medicine, to a child or apply parent-provided and labeled sunscreen or insect repellent to a child only under the following conditions:

- A signed, dated, written authorization in on file from the parent, person or agency having authority by court order to approve medical care.
- Medications must be supplied IN THE ORIGINAL CONTAINER WITH CHILD'S NAME AND ADMINISTRATION INSTRUCTIONS CLEARLY STATED ON THE CONTAINER.
- Written documentation including type of medication given, dosage, time, date and name of the person administering the medication (does not apply to sunscreen or insect repellent) shall be kept in the child's record and in the center medical log. Parents will have access to their child's records.

- All medication will be stored out of reach in a locked container. Medication requiring refrigeration shall be kept in a designated separate covered container clearly labeled “Medication” and stored in a locked refrigerator.
- For children two years and under, some over the counter medications require a doctor’s authorization. Most aspirin, cold medications and nose drops fit into this category. If instructions recommend consulting a doctor for a particular age group, we require a health provider’s signature; otherwise, we cannot give the medication at the Center. Parents have the option of giving the child medication themselves. However, a physician’s consent form must be completed if the medication is left on the premises.

Universal and General Health Precautions

Christian Community Child Center is kept clean and in good repair. Our Staff assists in keeping the center clean and sanitary. Staff members also clean and sanitize the toys and equipment. Furnishings, toys, cots, and other equipment are cleaned and sanitized daily, as well as when they become soiled. Eating surfaces are washed and sanitized before and after each use. A safe, washable cot is provided for each child 12 months old or older who naps or sleeps. A safe, washable crib is provided for use of each child less than 12 months old for napping or sleeping. All cribs and cots are washed and disinfected between changes in occupancy. The center provides clean bedding for cribs.

Toilet rooms and fixtures are kept in a sanitary condition at all times. Diapering areas are cleaned and sanitized after each use. Staff members wash their hands before and after diapering or assisting with bathroom needs. Staff members use gloves when diapering children.

Bodily secretions, such as runny noses, eye drainage and coughed-up matter are wiped with a disposable tissue and placed in a plastic-lined container. Teachers and children wash their hands immediately following the wiping. Bodily secretions on surfaces are washed with soap and water then disinfected. Again, hands are washed immediately.

Parents are responsible for providing protective clothing or sunscreen to protect their child from sunburn. They are also responsible for clothing their child appropriately to assure body warmth and comfort.

Wet or soiled clothing will be changed promptly, when possible, and placed in a plastic bag to be taken home for laundering. If a child has a bowel movement in his/her clothes, staff members will dispose of the feces in a toilet, but clothing will not be rinsed out, to protect the staff person from possible disease. Wet or soiled diapers are changed promptly and discarded in a plastic-lined, foot-activated, covered container immediately. Children’s hands are washed with soap and warm running water before meals and snacks and after using the bathroom or diapering. A child’s face is washed after meals.

Because blood and other bodily fluids spread very serious diseases, center staff uses universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children. All persons exposed to blood or blood-containing fluids and tissue discharge will wash their hands immediately with soap and warm running water. Center staff will always wear single use disposable gloves if there is contact with

blood-containing body fluids or tissue discharges. Hands are washed with soap and water after removal of gloves. Gloves are discarded. For spills of vomit, urine, feces, blood or other body fluids, center staff will clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables (in the area of the spill).

Staff is trained in first aid, CPR, AED, and universal precautions on an annual basis. Staff washes their hands with soap and warm running water before handling food, after assisting with bathroom needs and after wiping bodily secretions from a child with a disposable tissue. Staff member's hands are also washed before and after feeding each infant.

Child and Staff Injuries

All children will have written permission on file from the parent to call a child's physician or refer the child for medical care in case of injury. The center will contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child. Christian Community Child Center's designated source of emergency medical care will be a local hospital.

A first-aid kit is kept in every classroom and in the kitchen.

All staff at Christian Community Child Center has received training in Basic First Aid and CPR and is renewed every year as part of their continuing education.

Center Medical Log Procedures

Christian Community Child Center maintains logbooks for medication and injury. Teachers and other staff members are responsible to record daily any injuries received by a child and the action taken by staff attending to the child. Medication dispensed to a child will also be documented in this logbook.

1. The log shall be in a book with stitched binding with pages that is lines and numbered. The pages may not be removed or lines or any part of a line skipped.
2. Entries shall be made in ink on the date of occurrence and initialed by the person making the entry.
3. If the entry does not fill an entire line, there shall be a line drawn through the rest of the line so that no other entry is entered onto it.

Immunizations, Physical Exams and Health History Reports

Children must have a complete physical exam within 6 months prior to or 3 months following enrollment. A licensed physician, physician assistant or Health Check provider must submit a form to the Center by the parents, which documents completion of the exam. Examinations are required every two years following admission for children over 2 and every 6 months for children under 2. A record of adequate immunizations and a health history report must be submitted to the Center by the first day of attendance.

An immunization record must be on file for each child within 30 school days (six weeks) of the child's first day of attendance at the Center. This immunization history must indicate

that the child has received at least the first dose of each vaccine (DPT/DT/TD, polio, measles, rubella, mumps and Hepatitis B) OR that the immunization requirement is to be waived for that child by a compliance alternative. Immunization requirements are waived upon signature of the parent that the child should not be immunized for personal or religious reasons.

Immunization requirements may also be waived upon signature of a physician that the child should not be immunized for health reasons.

Children who have not received subsequent doses of vaccine appropriate to their age must receive such subsequent doses within one year of the first day of attendance and must notify the childcare center in writing as each dose is received.

When children are “in the process” of being immunized (i.e., the child has received some DPT and Polio doses but not all that are required for the child’s age), the Center will request a note from the child’s health care provider that the child is “on schedule” for immunizations and the date for the next scheduled dose. This note will be attached to the child’s childcare center immunization record. A follow up on this scheduled immunization will be done using the Center’s health bookkeeping system. The Center Director is responsible for follow-up on the maintenance of immunization records.

Parents who fail to make sure their child complies with immunization requirements will have their child excluded from the center until such time as immunization requirements are met.

An intake form will be given to each parent upon registration of his or her child. This form informs the teacher of the sleeping and eating habits, medical & health history, and routine care of the child. For children less than 24 months this must be updated by the parent every 3 months. This form, as well as the emergency medical consent cards must be submitted on or before the first day of the child’s attendance. Any special information on a child’s specific or special needs will be shared with staff by the Director. They will work in partnership to insure that the individual child’s needs are met.

SIDS

In our infant rooms there are postings for staff and parents to review and serve as a reminder of the requirements of Sudden Infant Death Syndrome risk reduction methods. A SIDS printout is also given to each staff member in the orientation packet and reviewed by the Director.

SUDDEN INFANT DEATH SYNDROME (SIDS) RISK REDUCTION METHODS:

Guidelines regarding infant sleep position and surroundings for Christian Community Child Center:

1. Infants under 12 months of age shall be placed on their backs on a firm, tightfitting mattress for sleep in a crib.
2. Soft surfaces shall be prohibited as infant sleeping surfaces. i.e.: waterbeds, sofas, soft mattresses, pillows, etc.
3. All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
4. Sleep sacks are used for warmth.
5. Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
6. When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
7. Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.

NUTRITION POLICY

Menu Planning

1. Nutritional meals are planned and prepared on site and are designed to meet the nutritional requirements of the DCF. Each meal shall provide 1/3 of the daily nutritional requirements of the child. Snacks are also planned and prepared by designated staff.
2. Current accurate menus are posted weekly and are available for review by parents.
3. Menus are planned and are repeated approximately on a four-week rotation. Every effort is made to coordinate the food service with the curriculum.
4. Consideration to various cultural heritages is given during menu planning.

Meal Requirements

1. Each meal shall provide 1/3 of the daily nutritional requirements of the child.
2. Breakfast shall consist of at least one item from each of the following categories:
 - a. Fruit or juice
 - b. Cereal, whole grain or enriched bread product
 - c. Grade A vitamin D milk
3. Lunch shall consist of at least one item from each of the following categories:
 - a. Protein sources, such as meat, poultry, fish, eggs, cooked dried peas or beans, cheese or peanut butter
 - b. 2 vegetables or 1 vegetable and 1 fruit, or 2 fruits
 - c. Cereal, or whole grain or enriched bread products
 - d. Grade A vitamin D milk
4. Snacks shall consist of at least two of the following: milk or a milk product, fruit, fruit juice, vegetable, peanut butter or other protein, whole grain or enriched bread or cereal. When only fruit juice is served, it will be 100% pure fruit juice.

5. Milk that is served to children ages 12 months to 24 months is whole milk. Children over the age of 24 months will be served 1% milk, unless otherwise directed by a child's parent or physician.
7. The menu selections will be age-appropriate.

Special Diets

A special diet, including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent. Specialty menus such as vegetarian or Kosher will not be provided by the Center so parents need to bring foods from home that are ready to be served. Children with food allergies will be offered an alternative food item that could be substituted for the food that the child is allergic to.

Meal Service

1. Meals and snacks are served in the multi-purpose room or in classrooms.
2. Food is served family-style to children and staff. This allows children the experience in handling food. Older children take turns setting the table with dishes, napkins and silverware. Children also help with cleanup at the end of the meal. This includes school age children.
3. Meals will be served with time for socialization.
4. Additional food is available for children who want more.
5. Children are asked to try all foods served but are not required to eat everything. Children will not be forced to eat.
6. Food will not be used as a punishment or reward.
7. Center staff eats with the children and has the same foods as the children.
8. Infants are fed on their own schedule. Care is taken to offer appropriate solid foods for the age and development of the child with the parent's guidance.
9. All children and adults wash their hands with soap and warm water prior to and after eating and/or serving a meal or snack.

Scheduling

1. Meals and supplements are served at three-hour intervals. Extra foods are available for children who may be hungry early or late in the day.
2. No child will go without nourishment for longer than 3 hours.
3. Infants are fed on their own schedule.
4. Toddlers are provided snacks more frequently than older children if needed.
5. Water is offered to children regularly throughout the day.

Food Purchase and Storage

1. Food is purchased from approved sources and is clean, wholesome, and free of spoilage, adulteration or misbranding.
2. Perishable foods are refrigerated, frozen foods are frozen, and dry and canned foods are stored in sealed containers in the food storage room (kitchen). Designated staff assures that foods are used within a reasonable time.
3. Dishes are washed in a commercial dishwasher and a final rinse in a chemical sanitizer. Any dishes washed by hand are washed in a three-cycle process: detergent wash, clear rinse, and sanitized. Counters and floors are kept clean.

The cutting board is washed with a sanitizing solution daily. Spills are wiped up immediately. Refrigerators and freezers are cleaned frequently.

Nutrition Education

1. Children receive nutrition education through curriculum units designed to teach the basic food groups and eating habits.
2. Special cooking projects are planned frequently.
3. Good nutrition is discussed during meal and snack times.
4. Center staff has opportunities to attend workshops or in-service training sessions that deal with nutrition on an ongoing basis.
5. Parents receive nutrition education from Center staff via articles in the newsletter, posting nutrition information on the parent bulletin boards and through the meal discussions about nutrition and good eating habits. (Parents are welcome to join their children frequently for meals, and may eat with the children at a minimal cost. A two-day notice to the Director is required.)

Special Treats - Birthdays, Holidays

Children may bring special treats on birthdays, holidays, etc. However, we ask that the parent let the teacher know at least one day in advance of bringing the treat so the teacher does not prepare a snack for that classroom on that particular day. It is also anticipated that the snack will be nutritious and that there will be enough for all of the children in the child's class.

Infant/Toddler Food and Formula

Formula brought from home is labeled with the child's name and dated, and is refrigerated if required. Formula that is prepared by the Center is of the commercial, iron-enriched type and is mixed according to the manufacturer's directions. Formula or breast milk will be fed to all children less than 12 months of age. Breast milk, formula, or Grade A pasteurized vitamin D whole milk is fed to all children 12 months to 24 months of age. Any other type of milk or milk substitute will be given only with written direction of the child's physician. Leftover milk or formula is discarded after each feeding, and bottles are rinsed after use. Drinking water is offered to infants and toddlers several times daily. Food that is brought from home is stored in a cabinet or the refrigerator in the classroom and is labeled with the child's name or initials. After opening, food will be dated and refrigerated. If not used within 36 hours, the food will be discarded.

Infants are not fed directly from commercial food containers. Breast milk is not warmed in the microwave oven, but rather, the bottle of breast milk is warmed in a container of warm water. Procedures for heating infant formula, milk and food in a microwave oven are posted near the microwave oven. The teaching team will follow the posted procedures for heating food, milk and formula.

Cook Training and Orientation

Food service personnel shall receive at least 4 hours of orientation and training in kitchen sanitation, food handling and nutrition. Any staff that assists in the kitchen will receive direction by the cook and written instructions given. There are instructions posted in the kitchen for nutritional requirements and sanitation.

DISCHARGE OF ENROLLED CHILDREN POLICY

Parent-Initiated Discharge

Christian Community Child Center requires that parents provide at least two weeks written notice of enrollment termination. Parents will be liable for payment of those two weeks' care whether or not the child attends the center. Vacation credits may not be used for a two week notice.

Mutual Decision Between Parent and Center

In the event that a child cannot adjust adequately to the program, it may be mutually agreed upon by staff and parents that group care is not in the best interest of the child. Thus, a two-week period of time will be given for the parent to find alternate services. Parents will be responsible for payment for those two weeks of care.

Involuntary Discharge

When a situation arises that involves a child's chronic negative behavior pattern, teachers will consult with parents in the form of a special parent-teacher conference. The teacher, using documentation that he/she has collected about the child and the behaviors, will enlist the help of the parent in coming to a solution. If, after a given period of time and using the suggested ways of dealing with the problem, the behavior does not improve, the parents may be asked to give permission for an outside observer or the child's school district, if 3-5 years old, to come and observe the child. If, after a given period of time, it is found that the child is unable to function in a group child care setting because the child's behavior is disruptive or is endangering the safety of himself or others in the Center, then the Center reserves the right to terminate the enrollment of that child.

Enrollment may also be terminated when Christian Community Child Center notifies parents of the following conditions that will require withdrawal:

- Habitually calling for a child after closing or after the scheduled departure time.
- Failure to observe Center policies.
- Failure to submit required physical and immunization records within designated time.
- Failure to pay childcare fees, registration fees, or any other fees assessed by the Center.
- Closing of the Center.

FEE PAYMENT & REFUND POLICY

Upon registration, each family is provided with a copy of the Parent Handbook. A copy of the state-licensing handbook with which we are legally bound to comply is also available for parents at the center. A summary of the state rules and regulations is provided to parents upon enrollment.

A signature sheet is provided at the end of this handbook indicating that parents have received the Parent Handbook and a summary of the state licensing rules. It is to be signed and returned no later than ten (10) days following registration.

A written report of the daily attendance and birth date of each child attending the center is maintained in the individual classroom along with support staff. Parents will be called if a child is not in attendance an hour after their assigned time.

Registration

At the time of the parent interview, parents will be given a folder of information that is required by state for licensing along with forms we require. These must be returned prior to the child's first day of attendance. There is a \$50.00 registration fee that is also due at that time. A parent may have access to their child's records upon request to the Director. These records are kept in individual folders and are considered confidential.

Tuition & Fee charges

Tuition payment is due each Monday, prior to week of service. Tuition is paid through EFT by Tuition Express and automatically withdrawn from an individual account each Monday. Tuition fees are set at a flat rate per week. Additional charges are charged as follows:

- | | |
|--|--|
| <input type="checkbox"/> Late pick up | \$10.00 per child/per 10 minutes |
| <input type="checkbox"/> After Closing Time | \$10.00 per child/per 10 minutes in addition to late pick up fee |
| <input type="checkbox"/> NSF Fee | \$20.00 per occurrence |
| <input type="checkbox"/> Late payment | \$10.00 per week |
| <input type="checkbox"/> Annual Registration | \$50.00 per year |
| <input type="checkbox"/> Field Trips | Varies |
| <input type="checkbox"/> Part-time Care | Hourly Rate |

Children enrolled Full-Time receive 10 days of vacation after 6 months of attendance. Part-time enrollees are not eligible for vacation credit. Children who attend only during a partial year are also not eligible for vacation time. After the full time child has been in care for a year 10 days are added to their account. These may be used for center closing, illness or credit on account. Vacation must be used by the child's anniversary date and cannot be carried over. Each year on a child's anniversary date another 10 days of vacation credit is available. Vacation request slips must be submitted in writing 2 weeks prior to request and are available in the front lobby on the parent information counter. After the request has been submitted your account will be credited.

Vacation time cannot be applied for a two week notice. Part-time enrollees are charged a base rate which is set according to the number of hours registered. Partial hours are not calculated but rather rounded up to the next full hour. In the event a child attends additional hours, the current hourly rate will be applied for each hour or portion thereof which the child attends. Additional hours must be pre-approved through the Administration Office.

Transportation Policy:

Christian Community Child Center either uses Oshkosh Transit Authority buses or contracts with a local bus service to provide transportation for any off-site activities. Any field trip in which a child with a disability or a child who has a limited ability to respond in an emergency, increased staff will be scheduled to attend with them. A signed permission form will be on file for each child stating date, time and destination of the field trip. Staff will carry a packet with them on all field trips with emergency contact information on all children. Before boarding the bus, a staff member will conduct roll call attendance using the computer-generated printout of names of the children involved. Once the bus is loaded, a roll call attendance is taken again. To ensure that the bus is completely empty, a teacher follows the last child off and returns to the back of the bus to confirm that all children have departed. When the group is ready to return to the center, roll call attendance is taken after boarding the bus before the bus starts. A final roll call is taken upon return to the center. Contracted vehicles are equipped with an alarm system to signal any child left on the bus. If a child is boarding a bus to attend an Oshkosh Area School District activity, a staff member from Christian Community Child Center will escort the child to the bus at the scheduled time and then meet the bus when the child returns and walk the child back into the center.

RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the Christian Community Child Center Parent Handbook, understand the provisions contained herein and agree to abide by them. I understand that the terms described in the Parent Handbook may be altered, modified, changed, or eliminated by the Center at any time, with or without prior notice.

Parent Signature

Date

PERSONNEL POLICIES

Nondiscrimination Practices

Christian Community Child Center is an equal opportunity employer in all personnel decisions. It is our policy to hire those applicants who possess the necessary skills, education and experience for the available position.

Hiring Process

Positions are filled from within if qualified persons apply. In the event that a position needs to be filled by an outside person, the Director will hold interviews. Job descriptions are available to staff and prospective staff. The Director will not ask the interviewee questions that can discriminate against the applicant. The choice is then made by the Director. References are checked, criminal background check, and orientation are completed prior to the person beginning employed at Christian Community Child Center.

Health Exam

The state of Wisconsin requires that childcare center employees who work directly with children undergo a brief health exam and receive a TB test within twelve months prior to or within the first 30 days of employment. There is a specific form, which the state requires to be completed by a physician or a physician's assistant. This report will indicate that the person is free from any communicable disease and is physically able to work with children.

- ❖ Christian Community Child Center does not have a probation period policy. All employees are considered at-will employees, with the right to terminate their employment at any time for any reason, and the employer retains a similar right to terminate their employment.

Sexual Harassment Policy

The Company will not tolerate sexual harassment. Sexual harassment includes any uninvited sexual attention whether it is in the form of words, gestures or physical contact, if a reasonable person likely would find it offensive and particularly, if the complaining person previously has made it clear to the other person or persons involved that he or she does, in fact, find it offensive.

Any complaint of sexual harassment shall be reported to the Director. Complaints shall be promptly investigated and, when indicated, disciplinary action shall be taken.

Romantic or Sexual Relationships

Consenting "romantic" or sexual relationships between a supervisor, manager and employee with another employee or client may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, supervisor/manager, the client and the Company. Any such relationship may, therefore, be contrary to the best interest of the Company.

Accordingly, the Company strongly discourages such relationships and any conduct (such as dating between a supervisor, manager or employee with another employee or

client) that is designed or may reasonably be expected to the formation of a “romantic” or sexual relationship.

If a romantic or sexual relationship between a supervisor, manager, or employee and with an employee or client should develop, it shall be the responsibility and mandatory obligation of the supervisor, manager or employee promptly to disclose the existence of the relationship to the employee’s supervisor.

The supervisor shall inform the Company’s Management and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee’s work assignments.

Upon being informed or learning of the existence of such a relationship, the Company’s Management may take all steps that it, in its discretion, deems appropriate. An employee/client relationship will be evaluated to determine that the employee continues to perform their job duties to the best of their ability so as not to jeopardize the necessary functions of their position or the Company.

In addition, and in order for the Company to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to their supervisor or operations manager of the Company.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Confidentiality

A child’s records and conduct at the childcare center are considered confidential information. They should not be discussed unless it is in a professional context with the Director, teacher, or parent. Staff records and files will be kept confidential and will be stored in the office. Employees are prohibited from using any social networking sites to discuss or comment on ANY issues related to the center.

Professionalism

ALL TEACHERS ARE RESPONSIBLE TO:

1. Be to work on time and be prepared; this may mean preparation at home and/or better time management.
2. Understand that in the center when an employee does not show up for work or doesn’t do their share of work, the burden falls on other employees which may cause hard feelings.
3. Work as a team toward the common goal of providing a high quality, nurturing environment.

4. Look for things that need to be done. Don't sit idle.
5. Report problems that cannot be resolved on your own to supervisors.
6. Treat fellow employees and supervisors with respect and consideration.
7. Discuss problems diplomatically with the intent to resolve conflict, not blame.
8. Spend time on strategies and plans for improvement. When presenting a problem to the Director, have a solution in mind.
9. Respect confidentiality of employee/employer relations and parent/child relationship.
10. Become familiar with and abide by state regulations.
11. Maintain a safe and healthy environment for all children: physically, emotionally, and socially.
12. Communicate clearly with teaching team daily sharing information related to any special health care needs for each child's physical, emotional, social or cognitive disabilities.
13. Plan ahead - both professionally and personally.
13. Always search for ways to improve self and classroom.
14. Be open to ideas and suggestions from other teachers.
15. Respect and care for property and equipment by keeping things clean and organized and assure that equipment is used properly.
16. Attend all staff meetings and participate effectively.
17. Work together with other staff to meet state ratio requirements.
19. Report and record all accidents and biting incidents appropriately.
20. Report all illnesses appropriately.
21. Use positive guidance techniques.
22. Maintain professional manner at all times.
23. Keep communication open and positive with parents.
24. Dress professionally; the way we look does affect how others perceive us.
25. Grow professionally; attend seminars and conferences.
26. Be prepared to leave early if numbers of children are low. Generally, the staff members who come in the earliest will be asked to leave early if this happens. This is being fiscally responsible in the management of the childcare center.

Grievance Procedure

Christian Community Child Center policy is to insure that employees receive fair and equitable treatment and to provide them with an easily accessible procedure for expressing dissatisfaction. The dissatisfaction may be related to work hours, wages, perceived unfair treatment or discipline, or other conditions of employment. In the event of a question or problem, the following steps should be pursued:

1. Discuss the problem or complaint with your supervisor at the time it arises. If an adequate response is not received, proceed to step 2.
2. Submit a written report outlining your complaint to your supervisor's manager and to the Director. This should be completed within two weeks of the incident causing the grievance.
3. A meeting will be arranged with you and your supervisor to discuss the complaint and assemble all the facts. A written decision will usually be given within two weeks of the meeting and a copy will be sent to the Director.

Termination & Disciplinary Policies

In the event that an employee decides to leave their employment at Christian Community Child Center it is requested that the employee give written notice to the Director at least two weeks prior to their last day of employment in order to have an orderly transition.

In the event that an employee's performance is determined by the Company to be unsatisfactory or inappropriate, the Company may take one or more of the following actions:

1. Verbal Warning
2. Written Warning
3. Suspension
4. Discharge

The employee will be informed of the violation and the consequences at the earliest opportunity. The notification will be between the Director and the employee in private. The Company, based on the seriousness of the offense, as well as individual circumstances involved, determines appropriate disciplinary action, up to and including discharge.

In accordance with DCF 251.04(2)(h)2 employees are required to notify the Director as soon as possible but no later than the next business day when any of the following occurs and the Director will then notify The Department of Children and Families:

1. The employee has been convicted of a crime.
2. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
3. The employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property.
4. When a professional license held by an employee has been denied, revoked, restricted or otherwise limited.

Hours of Work, Breaks, Lunches

Full-time employees are hired to work at least 32 hours per week. Part-time employees are scheduled to work up to 32 hours per week. Teachers and assistant teachers are hired with the understanding that if enrollment is low, they may be asked by their supervisors to go home early or do other tasks in the Center. Christian Community Child Center also reserves the right to require employees to stay later in the day, should their services be required for the number of children in attendance. Although each employee has been hired to perform specific duties, there may be times when your supervisor assigns you to a different task. This becomes necessary when illness, vacations, terminations or other reasons create vacancies. Our ability to adjust to these circumstances is essential to providing the best possible care for the children in the Center.

General business hours are 6:00 am to 6:00 p.m. Hours scheduled are based on the schedules of children in each particular classroom in order to consistently have the same teachers available to parents at the beginning and end of each day. Changes in work hours may be required at times due to the changing schedules of the children in individual classrooms and our commitment to providing the best service possible.

Employees are expected to start work promptly at their regularly scheduled time (no sooner than 6 minutes prior to start time), and sign out at the scheduled time (no later than 6 minutes after scheduled end time). Teachers and Assistant Teachers are assigned to eat meals and snacks with the children in their care. If ratios of children will not allow them to leave at their scheduled time, staff is required to stay to assure ratios are met by children leaving or other staff coverage. If an employee will be late, has to leave early, or will be away from the classroom longer than usual, he/she must obtain the Director's approval.

A weekly staff work schedule will be posted by each Friday listing any changes in regularly established work hours or schedules for the following week based on numbers of children, vacations, etc.

Planning Time

Teachers in each classroom are given at least one hour of paid planning time per week. Teachers may use the resource books and professional magazines available to them in the Staff Office. Teachers must use their planning time for classroom and curriculum planning, and must stay in the facility to work unless given authorization by the Director.

Teamwork

Each employee at Christian Community Child Center is considered to be part of the childcare team. As such, each employee deserves equal treatment and provides his/her best efforts at carrying out the job responsibilities assigned to them. Each employee does his/her share in order to promote the common good of the childcare center. It is understood that, in childcare, when employees are absent or do not do their share of work; other employees may bear the burden, which may cause hard feelings.

Recording Time Worked

Christian Community Child Center is required by law to maintain accurate records of the hours worked by its employees. Employees will record hours of work when they begin their shift, leave for lunch, return from lunch, and leave for the day. Staff will also record hours while attending monthly staff meetings.

Salary Ranges and Salary Review Procedure

At Christian Community Child Center, an ongoing effort is made to keep salaries at a competitive level in the work force. Salaries are based on levels of education and years of experience in the child care field. Payroll checks are issued every other Friday.

Salaries are reviewed at the end of each budget year, and, depending on an individual's satisfactory job performance may be increased. Additionally, if a new educational level is achieved during the fiscal year, an adjustment may be made to the employee's salary.

Merit increases may be given commensurate with duties and responsibilities carried out in an exceptional manner. Cost of living increases may be given on an annual basis, depending on the financial status of the center.

CHRISTIAN COMMUNITY CHILD CENTER	
Wage Scale	
Position	Starting Wage
New to field	\$7.50
Assistant Teacher	\$8.00
Teacher	\$8.50
Teacher with Associates in ECE	\$9.00
Teacher with Bachelor's in ECE	\$10.00
Annual increases based on center's budget	
Potential increases based on increased education	
Potential higher starting rate based on previous experience	

Vacation, Holiday, Sick Leave, and Other Time Off

Christian Community Child Center provides part-time and full-time employees with paid Time off. Time off is in the best interest of the employee’s good health and morale, so time off is encouraged.

The scheduling of time off is subject to prior authorization by the Director and depends on the availability of substitute employees, and on the number of children in the employee’s classroom during the time requested. The employee must check for available weeks/days prior to making definite plans for vacations.

Paid time off is earned after 12 months of continuous employment. Full-time employees are eligible for 80 hours, and part-time employees are eligible for hours equal to two of their average work weeks. After 5 years of continuous employment, an additional 40 hours is added for full time and hours equal to their average workweek for part time. Paid time cannot be carried over and used in a later year unless the employee foregoes taking vacation at the Company’s request.

Teachers requesting time off must use up all available personal and paid days prior to requesting days off without pay. To request time off without pay, a written request must be completed by the employee at least two weeks prior to the day requested, and approved by the Director. This is done so that substitute personnel can be arranged for that employee.

Christian Community Child Center observes ten (10) paid holidays per year. Full-time employees will receive holiday pay. Employees who are absent the day before or after a designated holiday will not be paid for the holiday unless the employee has received prior written approval for the absence.

The holidays included in holiday pay, unless it falls on a weekend, include: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Day Following Thanksgiving, Christmas Eve and Christmas Day, and New Year's Eve.

Full-time employees are eligible for up to 3 days (if required) off with pay to attend funeral services for a member of their immediate family (spouse, children, parents, siblings). One day off with pay may be extended to attend funeral services for other family members. Prior approval through the Director is required. Part-time employees may be eligible for 1 day off with pay to attend services for a family member. Additional time off could be approved through the Director if a death in the family occurs out of state.

Leave of Absence

A leave of absence may be granted for valid medical, military or personal reasons with the approval of the Director. Considerations for granting the leave are:

1. The purpose of the leave.
1. The length of time the employee will be away.
2. The effect the leave will have on the Center's ability to operate the employee's position and length of service.
3. The employee's attendance record

Leaves of absence are unpaid except when disability benefits are payable. Continuation of benefits during an unpaid leave may vary, depending on the type and length of leave.

If an employee wants to take a leave of absence, they must present a **written request** to the Director, stating the reason for the leave and the specific starting and ending dates. If the leave is approved, it will be confirmed in writing. Following a leave of absence, the Center will use its best efforts to reinstate the employee to the same position, but the Center cannot guarantee the same position will be available when the employee wants to return.

Benefits

The benefits of unemployment compensation, worker's compensation, and social security insurance as required by the government are to be given to all employees. Staff with children who attend the center receive a tuition discount. Staff who furthers their education in childcare receive reimbursement or partial reimbursement of tuition costs upon successful completion of their course.

Orientation and Training

Christian Community Child Center has a combined written and verbal orientation program, which all new employees, substitutes, and volunteers must complete within their first week of employment at the Center. Information on all children enrolled at the center and the plan for meeting their needs will be reviewed during orientation. The orientation will cover the following items:

1. Review of DCF 251 Licensing Rules for Group Day Care Centers.

2. Review of center policies required under s. DCF 251.04(2)(h) and (i) [251.05(2)(a)2.]
3. Review of the center contingency plans and training in emergency procedures, including the operation of fire extinguishers.
4. First Aid Procedures.
5. Job responsibilities in relation to the job description.
6. Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures, universal precautions, SBS and SIDS risk reduction procedure.
7. Schedule of activities in the center.
8. Review of child abuse and neglect laws and reporting procedures.
9. The procedure for insuring that all childcare workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation.
10. Child management techniques.
11. Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day.
12. Review of procedures to reduce the risk of sudden infant death syndrome (SIDS).
13. Review the importance of family style eating with the children
14. The integration of children with disabilities into the program.
15. Health observation and precautions of childhood illnesses.
16. Medication disbursement, charting in logbook, and medication disbursement form.
17. The importance that staff maintain strict confidentiality in regard to all issues pertaining to the families and children of the center.
18. Staff is given an employment folder containing required staff records; these are to be filled out and returned to the Director on or before the first day of work.
19. Review of staff rules including policy on no alcohol/drug use or smoking on Center property or at any event off site involving children.
20. Adhere to the Center's dress code.
21. The procedure to contact a parent if a child is absent from the center without prior notification from the parent.
22. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met.

The employee will complete, sign and date a new staff orientation sheet while processing through orientation. Also, new staff is required to fill out and return a Caregiver Background check to the office before employment begins. These forms will be placed in the employee's personnel file at the Center. Part of the orientation process includes a meeting with the Director as soon as possible after the employee has completed the reading of the above materials. This meeting will address any questions and concerns of the new employee.

Parking

In order to provide easy access for parents to drop off and pick up their children, the first five parking stalls in the day care lot (south of the building) are to be left for parents. The handicap-parking stall is to be left for handicapped individuals.

Telephone Use Policy

Christian Community Child Center is very dependent on the telephone and the availability of our telephone lines. Consequently, all incoming personal calls should be limited to emergency situations. Should you need to make an outgoing personal call, do so during your break or lunch period and the amount of time spent on the call should be limited. Long distance calls are not permitted unless approved by the Director. Messages will be relayed in the event of non-emergency incoming personal calls at the caller's request. All incoming phone calls will be recorded in the message pad near the office telephone. No cell phones are to be used during scheduled work hours for any purpose. Number to use in contacting the childcare center: (920) 203-3159.

Continuing Education & Staff Meeting

Any teaching team member who works more than 20 hours per week shall participate in at least 25 hours of continuing education each year. Each teaching team member who works 20 hours or fewer per week shall participate in at least 15 hours of continuing education each year. Continuing education hours may be used to meet the continuing education requirement during the year in which the hours are earned and for the 2 years following. Office area is available for staff members to study as well as do lesson planning. All staff that are in regular contact with children shall obtain and maintain a current certificate of completion for infant and child CPR and AED training within 6 months after beginning to work with children. Food service personnel shall receive at least 4 hours of orientation and training in kitchen sanitation, food handling and nutrition. Documentation of attendance and hours will be tracked and a record kept in each employees file. The center shall conduct a staff meeting at least 9 times in a calendar year to ensure that staff has the opportunity to receive pertinent information and clarifications of problems or issues. Full-time teachers will obtain a certificate from The Registry. Cost will be covered by the center.

Evaluations

Evaluations are done on a continual basis.

Substitute Teacher Policy

When a required staff member is absent from the Center, there will be a substitute person hired for the position. Any substitute that works more than 240 hours a year is required by law to be qualified for the position in which he/she is working. The record of hours worked is maintained by the director.

All staff members will have a "Substitute File" which explains routines, schedules, policies and procedures for their particular work area. This will enable the substitute to carry on in the position and provide a smoother transition for the children.

Staff will notify the office when a substitute is needed and will work with the director to find a replacement. The substitute will report to the director and will be responsible for the position in which they are substituting.

Job Descriptions

Job descriptions for each position in the Child Care Center are enclosed in the Appendix of this handbook.

Job Description

Title: Assistant Teacher
Dept: Child Center/Preschool

Rev. Date: 1/7/10
Reports to: Director

JOB SUMMARY

Assists teachers to meet the physical and developmental needs of the children of the child care center.

ESSENTIAL FUNCTIONS

Assists teachers to set up programming in accordance with goals and policies of center.

Makes a suggestion, which may benefit children or program.

Assists in program and curriculum evaluation.

Follows lesson plans; Takes over entire groups if requested by teacher or director.

Supervises children's play activities

- Participates with children in-group games
- Enforces safety rules
- Encourages children to develop positive social relationships with each other, with center staff and with visitors

Observes the children and gives individual attention as requested by the teacher.

Aids children in eating, dressing, and other activities to foster suitable habits.

Helps to record children's progress, noting emotional, physical, social and intellectual development of children.

Prepares supplies for activities, such as cutting paper and mixing paint. Cleans activity supplies and cares for toys and equipment.

Cleans, sanitizes and organizes center (with other staff members).

Maintains licensing requirements for staff qualifications. Participates in in-service training, workshops and other career development opportunities.

NON-ESSENTIAL FUNCTIONS

Attends staff meetings and team planning sessions.

Organize and accompany field trips.

RELATIONSHIPS/CONTACTS

No subordinates. Daily contact with parents and teachers at the center.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

Constantly walking/moving & seeing/hearing/talking; Occasional lifting of 50 lbs. maximum with frequent lifting/carrying of 25 lbs.; Constantly reaching/handling with arms & hands.

ENVIRONMENTAL CONDITIONS

Works inside in moderate temperature but spends significant amount of time working outside. Occasionally use of protective gloves in clean up.

EQUIPMENT USED

Copy machine, paper cutter, camera, hand tools, measuring tools, knives, first aid equipment, TV, VCR, tape players, washer/dryer, dishwasher, microwave, oven.

QUALIFICATIONS / WORKER CHARACTERISTICS

Must have the ability to relate well to children and have the minimum qualifications, required by the DCF Licensing Rules for Group childcare Centers for the State of Wisconsin. Prefer an Associate Degree in Child Development/Early Childhood Education or related field, at least 80 hours of continued schooling in Early Childhood Education and/or experience.

This job description is not intended as a complete list of job duties, responsibilities, and/or essential functions. The Company retains any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Job Description

Title: Teacher

Rev Date: 1/7/10l

Department: Child Care/Preschool

Reports to: Director

Purpose: Instructs children in activities designed to promote social, emotional, physical, and intellectual growth.

Essential Functions:

Plans and implements curriculum designed to meet social, emotional, physical and intellectual needs of children enrolled in the program.

Develops goals and objectives for each child in cooperation with other staff members.

Designs and maintains a learning environment conducive to meeting the stated goals for the children.

Evaluates children and assesses their needs and progress on a regular basis,

Provides multi-cultural components within the curriculum.

Coordinates, plans and posts weekly lesson plans with team members.

Plans and organizes classroom field trips in conjunction with the Director and other team members.

Records individual progress of children by observing and assessing each child's growth, development, and performance, recording some observations for each child, taking special note of changes, preparing, updating and maintaining appropriate classroom records, and reporting any special needs to Director.

Make daily observations of children's health by consulting with parent upon arrival about child's night; observing skin color, unusual spots or rashes, swelling or bruises, sores, severe coughing or sneezing, discharge from nose, eyes or ears, or breathing difficulties; and noting child's behavior for any unusual symptoms such as lack of activity or general moodiness or misbehavior.

Assists in the development of good nutritional habits by sitting at the table with children during meals or snacks and modeling appropriate behavior to children and eating at least some of all food served.

Establishes and maintains open and effective lines of communication between staff and parents by keeping staff and parents informed of program plans, events, needs or other information about children and families; maintaining a friendly, yet professional, relationship with parents and co-workers; respecting others' rights to their individual points of view and ideas; maintaining confidentiality of information; treating all parents equally, not showing favoritism, accepting all at their individual levels; supporting cultural differences in extending the curriculum; working in a comfortable manner with other staff members and volunteers; offering guidance in positive ways; planning, scheduling and conducting parent conferences at least twice per year.

Plans and implements opportunities for parent involvement by working with other staff members to produce children's holiday programs for parents, holding special classroom activities which parents are invited to participate in, and providing daily written (for ages under 2 years of age) and/or oral communication (for ages over 2) with each child's parent.

Maintains licensing requirements for staff qualifications by participation in inservice training, workshops and other career development opportunities as well as staff meetings and team planning sessions.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and maintaining membership in professional early childhood organizations. Pursues personal or formal study and/or reading in the field of child development and education.

Insures that equipment and materials are available, appropriate, and in good condition by daily inspection of the classroom environment for sufficient amounts of developmentally appropriate materials, and equipment for the number of children being cared for and assuring that those materials are clean and safe for children. Submits requests for purchasing new equipment and supplies to Director.

Contributes to the Team effort by recognizing the child care center as one total group rather than a series of separate groups. Generously shares ideas, materials, time and services, thereby helping other persons achieve their very best.

Promotes the Child Center by supporting the philosophy and policies of Christian Community Child Center and the Director; keeping materials, supplies and equipment well organized to present an attractive, orderly, and inviting appearance to the classroom and the center; avoiding gossip at all times and respecting confidentiality of written, oral and observed information; and willingly sharing responsibility with others, assuming other responsibilities in emergencies, and putting the needs of the children and the center above all else.

Human Interaction

No regular subordinates. No adult supervisory responsibilities. Daily contact with parents and other teachers at the center. Occasional contact with teachers from other centers. Handles confidential information about children and families.

Physical Demands

Constant walking/moving & seeing/hearing/talking. Occasional lifting of 50 lb. maximum, with frequent lifting/carrying of 25 lb. Constantly reaching/handling with arms & hands.

Environmental Conditions

Work inside in moderate temperature but spends significant amount of time

Working outside. Occasional use of protective gloves in clean up or diapering of children.

Equipment Used

Copy machine, paper cutter, camera, video camera, hand tools, measuring tools, knives, first aid equipment, TV, VCR, tape player, washer/dryer, dishwasher, microwave, oven.

Travel Required

Occasional trips to conferences, conventions, and the like.

Overtime Requirements

Occasional overtime may be required if clients are late in picking up their children. Supervisor will indicate when/if overtime is warranted.

Knowledge and Skills Required

Prefer a B.S. degree in Early Childhood Education or equivalent related field or an Associate Degree in Child Development/Early Childhood Education and/or experience. Ability to relate positively with children and serve as an appropriate

role model. Emotional maturity and stability. Good communication skills. Good judgment to handle crises and provide constructive supervision. Good working knowledge and understanding of child development. Ability to plan and implement program activities. Leadership ability, initiative and creativity. Ability to work effectively as a team. Ability to recognize individual and group needs. Contribute to the team effort by completing miscellaneous tasks as assigned.

RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the Christian Community Child Center Employee Handbook and understand and agree to the provisions contained herein. I understand that the terms described in the Employee Handbook may be altered, modified, changed, or eliminated by the Center at any time, with or without prior notice.

I further understand that the Center's Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will", and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice. I understand that no manager or supervisor has any authority to vary by contract or otherwise my employment-at-will relationship with the Center.

Employee Signature

Date