



Morrison Heights  
Preschool + Afterschool

# Faculty Handbook

9/11/23

# Administrative Staff

Mallory Cooley  
[Mcooley@morrisonheights.org](mailto:Mcooley@morrisonheights.org)  
Director

Maggie Hestle  
Preschool Receptionist  
[cdcrecept@morrisonheights.org](mailto:cdcrecept@morrisonheights.org)

Suzanne Harris  
[SHarris@morrisonheights.org](mailto:SHarris@morrisonheights.org)  
Accounts

Caitlyn Arender  
[Carender@morrisonheights.org](mailto:Carender@morrisonheights.org)  
Office

Brandee Harper  
[Bharper@morrisonheights.org](mailto:Bharper@morrisonheights.org)  
Infant/ Toddler/ Younger Twos

Ke Ke Smith  
[Ksmith@morrisonheights.org](mailto:Ksmith@morrisonheights.org)  
Older Twos

Amanda Ray  
[Aray@morrisonheights.org](mailto:Aray@morrisonheights.org)  
Three-year-old and Four-Year-old

LaNetrice Harper  
[Lharper@morrisonheights.org](mailto:Lharper@morrisonheights.org)  
Afterschool

**If there is any problem in the classroom with parents/ child or any other work related, please talk to your director first.**

## **MISSION STATEMENT**

### **PURPOSE & PHILOSOPHY**

From early beginnings, the family of Morrison Heights Baptist Church has seen a real need in the community. The need was that of providing a Christian ministry of early childhood education. Dedicated members of Morrison Heights sensed the urgency of providing this ministry for parents of the church, as well as the community. That vision of caring for children in the community has continued since its beginning in 1963 and has only broadened. Fifty-five years later, we realize, so much more. The need continues and it only increases with time. Therefore, the Child Development Center strives to provide a daily Christian Ministry of care and instruction for children of our church, children in the community and children in the surrounding areas.

The Morrison Heights Preschool and Afterschool is a mission of God's love. It offers the service of child-care and Christian instructions for HIS precious ones. It is our goal to provide trained Christian teachers that will nurture each child's growth in all areas. We aim to provide a happy, safe environment where a child can grow and develop physically, intellectually, emotionally, socially and spiritually. It is our goal to provide experiences that will meet the needs of our children and encourage a positive and healthy self-esteem. It is our desire to provide the most enriching environment possible for children and focus on "developmentally appropriate practices" in instruction. We also strive to provide an environment upon which a foundation can be built for children to accept Christ as their personal Savior.

The purpose of this handbook is to enumerate basic policies and procedures for Morrison Heights Preschool and Afterschool personnel. Reading of the handbook is required by all employees. Each employee has been given a form to utilize in verifying the reading of the Faculty handbook.

### **REQUIREMENTS OF PERSONNEL**

Every employee of Morrison Heights Preschool and Afterschool, whether full time or part time, must be of good moral character and must meet the minimum requirements for their respective job classification, as set forth in regulations of the State Board of Health and the policies of the Morrison Heights Preschool and Afterschool. It is the desire of the administration to staff the center with Christian individuals of high integrity.

#### **Criminal Record and Child Abuse Registry Check**

Criminal Record & Child Abuse Registry checks are performed on all employees of Morrison Heights Preschool and Afterschool. Employees must be fingerprinted at the Police Station (at a cost of \$20 cash) to be sent to the MS State Department of Health and undergo a national fingerprint check through the Federal Bureau of Investigation in Washington, D.C. The State Child Abuse Center also completes a background check. Employees of the childcare center MUST have been found to be record free of criminal activity and child abuse.

## **Staff Development**

Personnel of Morrison Heights Child Preschool and Afterschool are required by the State Board of Health to complete fifteen contact hours of staff development each licensure year. (June 30<sup>th</sup>) Contact hours for staff development must be approved by the state-licensing agency.

## **Age/Education Requirements**

All childcare employees are required to be over the age of 18 and possess a minimum of High School Diploma or GED. CDA certificates and special training in child development are encouraged and sought. Kindergarten teachers are desired to have a degree in education, early childhood or related fields. High schoolers can be employed, but will never be left alone with children.

## **EMPLOYEE STATUS**

Employees of the Morrison Heights Preschool and Afterschool are classified as full-time, part-time, or substitutes. Each employee is assigned a regular work schedule and must work a regular schedule for a 90-day provisional employment period before receiving the designation of regular employee of the Center.

Employee status is defined as follows:

### **1) Full Time Employee**

- Works 30 hours or more a week.
- Has been assigned to work a regular schedule for more than 90 days
- Works Monday-Friday
- Is evaluated annually
- Is responsible for obtaining 15 Staff Development hours in a licensure year.

### **2) Part Time Employee**

- Works under 30 hours a week
- Works a consistent schedule each week
- Is evaluated annually
- Is responsible for obtaining 15 Staff Development hours in a licensure year.

## **EXPECTATIONS OF PERSONNEL**

### **Maintain Good Relationships with Children and Parents**

The children of Morrison Heights are the most important part of our center. Teachers who work with our children must genuinely enjoy and love children. Teachers should be willing to share the love of Jesus with our children and teach them how to be more like Him. Good relationships with children start from the first moment they walk through the door. Greeting children and parents with a big smile and a friendly “hello” is very important to the beginning of a wonderful day.

### **Treat Children with Respect**

Teachers encounter sensitive situations with children that should be handled in a loving, mature way. Children are impressionable and should be treated with respect and gentleness especially when there are accidents, spills, or confrontations with others.

### **Possess a Cooperative Spirit**

A cooperative spirit is essential when working for the Morrison Heights Preschool and Afterschool. All personnel must display mutual respect for one another. Employees are expected to perform with co-workers and supervisors as a team. Employees are expected to be supportive of co-workers and supervisors at all times. Children are learning the Biblical concepts of sharing and cooperation as they see the staff demonstrate them.

### **Display a Desire for Self-Improvement**

Teachers should deeply care about their personal work habits and should be interested in self-improvement. Personnel are expected to be punctual and responsible. They must also be willing to continue their learning and personal growth through reading, workshops, and conferences.

### **Be Flexible**

Although organization and orderliness are desirable traits, too much structure can sometimes inhibit children’s creativity. A Morrison Height Preschool and After school teacher is expected to be able to adjust their schedules to the needs of children at any given moment, thus increasing valuable teaching opportunities.

### **Refrain from Gossip**

Gossip will not be tolerated in the Morrison Heights Preschool and Afterschool. Gossiping with other staff members, parents, or on a social media network (Facebook, Twitter, , etc.) will be considered a sufficient reason for dismissal.

### **Exhibit a Christian Faith**

The most important characteristic a teacher at the Morrison Heights Preschool and Afterschool should have is an outwardly love for Christ. The words you use to congratulate, discipline, teach with should always be positive and supportive. Teachers need to have a sense of humor and relaxed attitude to handle the many stresses that come with caring for children.

## **EMPLOYMENT PROCEDURES**

### **1) Hiring procedures**

The Administrative Staff will maintain confidential records on each employee. Required materials of employees may include the following and must be on file before an employee begins work:

- A. Application
- B. D. Immunization Record
- C. Evaluations
- D. E. Criminal Background check
- E. References
- F. Child abuse check

### **Earnings, Pay Period, and Direct Deposit**

- All earnings are paid on or before the 15<sup>th</sup> and the 30<sup>th</sup> of each month.
- A person's paycheck is a private matter between employee and employer only. It is considered confidential information. Discussion of salaries, wages, time cards among employees are unnecessary, inappropriate and considered reasonable grounds for dismissal.
- Employees are paid by the use of Direct Deposit rather than written pay checks.

### **Job Assignments/Working Hours/ Time Cards**

Morrison Heights Preschool and Afterschool hours are 7:00 am-6:00 pm. Each employee's assignment and working hours in the center are determined by the Administrative Staff. An employee is expected to work the job and hours assigned. An employee's job or working hours may change. Working hours may be shorted if the Administrative Staff finds it necessary to combine classes. This may be a temporary or permanent change. An employee needs to understand that changes may occur that will require adjustments in working times, room assignments, or job assignments. An employee should be at work at least 5 minutes before his/her shift or job begins.

- For payroll purposes, as well as requirements of attendance and audit, all employees are required to clock in and out for the work shift on Procure software. No employee will be allowed to clock in/out for another employee. Time cards are confidential and should be properly maintained. Also, time cards must be signed by the employee in order to receive a paycheck. The Administrative staff is the only ones that may make corrections on the time card. Without prior approval, no employee will be allowed to work more than forty hours per week.

## **PERSONNEL BENEFITS**

The Administrative staff will utilize the following guidelines in monitoring and approving personal days:

- Personal days are scheduled by submitting a Leave Request at least **two or more weeks prior to personal leave**.
- If you call in the morning of you may not be able to use your Vacation Day unless you have a doctor's note

A regular full-time employee is eligible for personal days after completing 90 days of continuous service in the center. A regular full-time employee may earn one (1) day of personal leave per month a total of 12 days per year. After five years of service, a regular full-time child-care employee is eligible for fourteen days personal leave; after ten years, a regular full-time child care employee is eligible for fifteen days of personal leave. Unused personal leave may not be carried over into the next calendar year. Therefore, eligible employees are encouraged to use the opportunity of personal leave before the end of the calendar year. However, you may only take five consecutive days of leave within one month.

A new full-time employee is eligible for holiday pay after a satisfactory (uninterrupted) 90 day provisional employment. Employee receives holiday pay according to the hours normally scheduled to work. The regular full-time employee receives holiday pay only if the normal scheduled hours are worked the day before and the day after the holiday. The only exception is if the employee has an excused absence and/or received prior written approval for personal leave from the Administrative Staff of the Morrison Heights Preschool and Afterschool.

Morrison Heights Preschool and Afterschool employees observe the following holidays: Labor Day, Thanksgiving Holiday, Christmas Holiday, New Year's Eve, New Year's Day, MLK Day, Good Friday, Memorial Day, and July 4th.

Excessive tardiness and absenteeism will be noted and hinder the possibility of a raise and move up in preschool.

### **Childcare and Kindergarten Privileges**

Morrison Heights Preschool and Afterschool employees who have a child enrolled in the center will be given a discount of 50% on regular tuition fee; therefore, the child is in the center during the employee's working hours. All employees are required to pay all other fees. You must work at least 16 Hours a week.

### **The Family & Medical Leave Act**

The Morrison Heights Preschool and Afterschool is in compliance with the Family & Medical Leave Act which entitles eligible employees to take up to 12 weeks of unpaid job-protected leave each year, with maintenance of group health insurance, for the birth and care of a child, for the placement of a child for adoption or foster care, for the care of a child, spouse or parent with a serious health condition, or for the employee's serious health condition.

## **TERMINATION OF EMPLOYMENT**



## **1) Termination By Employee**

If an employee resigns, he/she is requested to advise the Director in writing ten working days prior to the date of resignation. If employee resigns and has taken unearned personal days, unearned days will be deducted from last paycheck to repay the unearned days.

## **2) Termination By Child Development Center**

When a regular employee's performance is marginal or unsatisfactory, he/she will be formally evaluated by the Director. If any area of performance is so inadequate that the Director is considering terminating the employee, one or more of the following steps may be taken:

### ***Verbal & Written Warning***

Stating what the employee must do to improve their performance to an acceptable level.

### ***Suspension***

A reasonable period of time for employee and employer to decide whether continued employment is beneficial to both.

### ***Termination***

Employee will be given written documentation of the reason for termination. Some specific reason for termination are but not limited to:

- A. Harsh/abusive language
- B. Repeated poor attendance
- C. Neglect of routine program responsibilities
- D. Breach of Confidentiality
- E. Continued negative attitude toward other staff members or children
- F. Overall lack of interest and responsibility toward assigned children and classroom responsibilities.
- G. Any reason an employee is not able to perform his/her duties in the best welfare of the Morrison Heights Preschool and Afterschool.
- H. Not following Discipline policy.

### **Immediate Termination**

The Morrison Heights Preschool and Afterschool reserves the right to enforce immediate termination, if any of the following occur:

- 1) Insubordination;
- 2) Physical mishandling to intimidate, threaten, or abuse a child;
- 3) Theft;
- 4) Endangering the life of a child;
- 5) Neglect to notify the Morrison Heights Preschool and Afterschool of an absence;
- 6) Inappropriate conversation or language;
- 7) Inappropriate use of Facebook, Twitter, or any other Social Network referring to the Morrison Heights Preschool and Afterschool, staff, or children;



8) Found sleeping on the job.

## **POLICIES FOR TEACHERS**

**Dental & Medical Appointments:** Should be scheduled outside working hours or two week notice.

**Weapons:** According to state law firearms or other dangerous weapons are not allowed.

**Fire & Tornado drill procedures:** These are posted in each room. If they are not posted in the room, notify the Director immediately. Fire and Tornado drills are held monthly.

### **Dress Code**

Morrison Heights Preschool and Afterschool employees are required to be well-groomed, presenting a favorable appearance and be dressed appropriately at all times. To eliminate confusion the following criteria has been listed:

1. Hair and body shall be free from obnoxious odors, maintained clean in quality, and neat in appearance. Cleanliness of both dress and body is mandatory. Do not smell like smoke or strong perfume.
2. Shoes or sandals with straps shall be worn.
3. Teachers are required to wear a Morrison Heights Preschool and Afterschool shirt with logo. The logo must be visible. If you come without a Morrison Heights shirt you will be required to borrow one and return it at the end of the day. You may choose to leave a shirt here and we will wash it for you.
4. Pants must be Black scrubs.

**An employee not adhering to the dress code standard will be asked to leave the center and return when dressed properly.**

### **Child Security**

Teachers are responsible at all times for the children who are in their room. Teachers must take precautions to see that a child DOES NOT leave the center with anyone other than the individuals designated on the emergency card or pick-up list.

Teachers should know all the children in their room by their full name, which person has authority to pick each child up from the center and be aware of any allergies or unusual problems.

Children should not be left unattended. Each teacher is responsible for her class during nap times and should refrain from activities that would distract you from the care of the children. Do not cover the window in the door or leave your class unattended.

### **Accident/Discipline Reports**

Teachers are responsible for reporting any kind of injury or incident to the office and fill out an appropriate report. The report should state in detail the event and what actions were taken (medical care, discipline). Names of other children involved must not be stated. Use terms like “a classmate” or “a friend”. A copy of the report should be turned into the office, signed by appropriate administrative staff member and the original report should be posted on Procure . **Make sure Administrative Staff is aware of any serious injuries.**

### **Child Wellness**

Teachers are responsible for the personal hygiene of children in their care. The following matters should be given constant priority: diapers changed, noses wiped, hands and face washed and shoes tied.

Children should be allowed to go to the restroom when they ask. Children are not given time-out or disciplined for restroom request.

### **Sign-In/Sign-Out and Attendance Records**

Teachers are responsible for making sure parents use Procure Software

### **Room Cleanliness and Inspection**

All rooms should be cleaned at the end of a shift. Sheets on baby beds should always be changed at the end of the week. Soiled sheets should be changed as needed. Measures should be taken during nap time and at the end of the day to disinfect toys, tables, potties, nap mats, bed rails, changing tables. This helps us cut down on the germs and illnesses.

Special care should be given to portable potties in the potty training rooms. They should be taken apart and cleaned with disinfectant.

Keeping mats clean is the responsibility of the teacher in the room. They must be disinfected weekly. Do not store children’s personal blanket/pillow in another child’s cubby. Blankets and pillows should be sent home on Friday to be cleaned and returned on Monday.

### **Academic Instruction/Activities**

All teachers, infants to school age, should think of their responsibility as **TEACHING** children, not babysitting, or providing the caregiver roll. Each day, music, singing and language development activities should be evident in all classrooms. Teachers should play with children and provide interaction with them. Emphasis should be on making learning fun. Teachers should read to children several times a day.

## **Behavior Guidance Policy**

We believe that discipline is a measure of showing children that we care about them and their welfare. Our policy is based on the principles of love, respecting the concern for the rights of all individuals. The way a teacher handles a discipline situation will depend on the child and the individual occurrence. The positive discipline technique could involve any of the following:

- 1) Provide ample activities to keep the child involved.
- 2) Discussion with child and give gentle explanations and reminders.
- 3) Positive reinforcement and encouragement.
- 4) The child will be redirected to another activity.
- 5) Provide quiet time. (This is a short time where the child is given time in the classroom to collect him/herself until they are ready to be a part of the group activities again.)

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Morrison Heights Preschool and Afterschool uses a positive approach to discipline and practices the following discipline and behavior management techniques.

### **WE DO:**

Communicate to children using positive statements.

- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Praise and encourage children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

### **WE DO NOT:**

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

## **NO TOUCH DISCIPLINE POLICY:**

Teachers must be prepared when children display refusing to do task or tantrum behaviors that may involve them dropping to the floor, throwing classroom materials, jerking away, running, or climbing on the furniture. To keep children safe and lower the possibility of injury during these times, staff should be reminded not to:

- Guide, pick up, pull, or restrain children by the arm or hand.
- Hold children down.
- Hold children by their clothing.

Our method to keep children safe and lower the possibility of injury:

- The teacher will step away from the child with arms raised.
- Get other children away from the child.
- Call/message for administrative help.

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that child.

## **Evacuation Procedures**

In the event of needful evacuations of the Morrison Heights Preschool and Afterschool due to flood, fire, tornado destroying building, or other major emergencies, the children will be taken to Morrison Heights Baptist Church (Hampstead Campus)  
3000 Hampstead Blvd. Clinton, MS 39056

Should MHBC Hampstead Campus not be acceptable for habitation due to emergency conditions, children will be transported to the basement area of Alumni Hall at Mississippi College, 200. W. College Street, Clinton, MS 39056.

Hinds Emergency Operations Center will be notified of the emergency evacuation.

Announcements will be made by media broadcasts. If circumstances permit, parents will be allowed to come for children at the alternative location. MHBC Hampstead Campus is approximately one and one-half miles south of the Morrison Heights Preschool and Afterschool campus. Transportation of children in emergency conditions will be performed in vans belonging to Morrison Heights. Should the emergency prevent usage of church vans, rental vans or buses will be used.

## **Emergency Closings**

### **1) To Hazardous Weather Conditions**

In the event of hazardous weather conditions, such as ice or snow, the Morrison Heights Preschool and Afterschool will remain open as long as safety allows. Closing of the center will parallel the closing of Clinton Public Schools. The Emergency Operations Center will be notified of the closing.

### **2) Due to other Emergencies**

In the event of the above, you will be notified before or during regular hours. Teachers need to pay attention to group-me.

**EMERGENCY PLANS:** Tornado plans and fire evacuation routes should be posted in your room. **Please familiarize yourself with these plans.** In the event of an emergency you must be ready to respond immediately. Drills will be held monthly to help prepare staff.

- If one bell sounds, there is an emergency need to **LOCK DOWN YOUR ROOM** such as in the case of dangerous people in the building; lock your door, turn off lights and move children away from the windows.
- Two bells will sound for a tornado warning and you will move the children to the designated weather shelter area indicated for your room.
- Three bells will sound for a fire and you will evacuate children along the routes indicated.

Be aware of the safety plans for each area of the building: if your class is away from the room (gym, indoor playground, dining room) you must use the route posted for THAT AREA. Do not try to return to your room. Take your rolls with you and make sure all children are accounted for.

## Teacher Responsibilities and Procedures

As a teacher you are very important in the lives of the children of our Center. You are here to love them, safeguard them, build a solid foundation for education, and teach them about God's Love. We follow procedures as mandated by the Mississippi Department of Health. We plan activities and lessons that will promote a love of learning. Every aspect of our policies and procedures exist because they are for the good of the children. Listed below are some things you are asked to do as a teacher at Morrison Height Preschool and Afterschool. Please take them seriously.

**BE IN YOUR ROOM ON TIME.** This is very important. If you have your own children enrolled here, you need to take them to their classroom before clocking in. Take care of personal needs (coffee, ice, bathroom, etc.) before time for your shift to begin in your classroom. Be in your room on time, ready to greet parents and children in the morning or in the afternoon to relieve the other teacher.

**GREET PARENTS:** Be sure to greet parents and children. Get down at the child's eye level. Let them know that you are glad to see them. Remember to leave your personal problems at home; someone who is sullen and unfriendly leaves parents to wonder if you can be trusted with the child. We all have parents and/or children who are challenging but we **STILL** need to greet each one with a warm smile whether it is in your room or on the playground. Give positive comments. Never diagnose a child's problem to a parent. Leave the parent feeling that you care for their child. Also, help the parent with the child's things – putting them up when they arrive and collecting them when it is time to go home.

**LESSON PLANS:** Lesson plans are placed in your room for you to follow. These were designed to be age appropriate art projects, stories, books, and songs to teach the child important concepts about their world, colors, numbers, shapes, and language skills. Art projects should always be done by the child, not the teacher. It does not matter if the elements of a picture are imperfect...parents want art work done by the child, not the teacher. Teachers are encouraged to read, READ, and **READ** aloud to children. Ask questions about the story. Remember that you are a TEACHER, not a BABYSITTER. Afternoon teachers should help with lesson plans also.

**\*\*Nothing should be put on the changing table other than what is needed for diaper changing. Do not put lunch plates on the changing table.**

**DAILY SCHEDULES.** Daily schedules are posted in each classroom. If there is a need to deviate from the schedule please get permission from the office. For example, you cannot decide to take your class for a walk or go elsewhere in the building without the director knowing where you will be and if it conflicts with other activities. Follow the times carefully. Going early to playground, gym, or dining room will cause conflict with the schedule of other classes. Staying late will also cause conflict. On your **scheduled days for movies**, do not exceed your allotted time. We carefully limit movie days because it can easily become a poor substitute for learning time and social interaction. If this policy is abused, movie time will be eliminated altogether. According to the state children under the age of two are not allowed to have movie

time. [PLEASE NOTE ALSO THAT MOVIES MAY NOT BE BROUGHT FROM HOME UNLESS OFFICE PERSONNEL HAS GIVEN PERMISSION REGARDING THE CONTENT.]

**DOCUMENTATION:** Required documentation about a child's day varies according to the age. As infants and toddlers DAILY REPORT on ProCare are completed daily indicating what was eaten, wet diapers, bowel movements, naps and general well-being. These are to be completed accurately about each child, so parents are made aware of the child's activities. When potty training begins, DAILY REPORTS will provide the parent progress information. After potty training, only reports of accidents or discipline are completed.

**HANDWASHING PROCEDURES:** Washing hands is the number one way to prevent spreading germs and diseases from child-to-child or child- to- teacher. Remember to wash hands before and after handling food/eating, after being outside, after wiping a nose, after helping a child go to the bathroom, changing a diaper ...anytime you have been exposed to bodily fluids.

**DIAPER CHANGING PROCEDURES:** We need to check diapers every hour for BM, and change them every two hours. Good sanitation practices are essential in regard to the diaper-changing area. Diaper changing surfaces should be clearly separated from all food-handling areas. Surfaces should be nonporous and sanitized between uses. Use the following procedures consistently:

- Use wax paper under the child's bottom if the diaper is poopy.
- Put on disposable gloves, wipe the child clean, and put on a new diaper.
- Wrap the used diaper and wet wipes with the diaper's self-stick tabs.
- Put the used diaper in a plastic bag.
- Discard the diaper in a plastic lined container that is tightly covered.
- Pull gloves off inside out and dispose in the container.
- **Disinfect the changing area after each use** and wipe with a paper towel.
- Wash your hands.

**Soiled clothing/cloth diapers:** If the child's clothing or cloth diaper has solid poop then that can be dumped in the toilet. Other than dumping solid poop we cannot rinse or wash out clothing/cloth diapers. It is against Health Department regulations. Put the soiled clothes/cloth diapers in a plastic bag to go home

## **PLAYGROUND RULES:**

- ❖ Teachers must be spaced on the playground where children can be observed at all times. Remember you are still on duty...the playground is not the place to socialize with other



teachers and thus take your focus off the children. If a child is injured, someone needs to be able to give an account of what happened.

- ❖ In cooler weather, teachers should position themselves uniformly around the perimeter of the playground.
- ❖ Sitting under the shade is necessary during hot weather, but you must face outward so that the children are seen. Do not become involved in socializing with other teachers.
- ❖ If a parent approaches, please get up and greet him/her.
- ❖ Teachers need to walk around periodically to check on blind spots where children may gather.
- ❖ There must be a least two teachers in attendance at all times. Call on the radio for a floater if you need to bring a child inside.
- ❖ Children may not throw rocks
- ❖ Children may not run with sticks
- ❖ Children must sit on their bottoms, feet first, when sliding.
- ❖ Children may not walk up the slide.
- ❖ Keep the gates closed at all times.
- ❖ We will not go outside

### **GYM/PLAYROOM RULES:**

- ❖ Teachers must be spaced in the gym where children can be observed at all times. Remember you are still on duty...the gym is not the place to socialize with other teachers and thus take your focus off the children. If a child is injured, someone needs to be able to give an account of what happened. NO CELL PHONES.
- ❖ There must be a least two teachers in attendance at all times. Call on the radio for a floater if you need to leave the gym or playroom.
- ❖ Children may not sit on balls.
- ❖ Clean up the toys before leaving the gym.

**Pay attention to ratios!** Age related ratios are posted in each classroom, along with the number of children that can be in that classroom. At no time should there be more children in a classroom than is allowed for that room. Age ratios apply even at nap time. If your room is over ratio notify the office immediately. Age ratios also apply outside. If a teacher needs to come inside call for a floater so that you will not be over ratio.

**NAP TIME:** follow the daily schedule regarding naptime. Infants are assigned a particular baby bed in which to sleep every day. Cribs should be clearly labeled with the child's name. Sheets should be changed weekly or more often when soiled. Babies should be place on their back to sleep.

Toddlers are provided cots which will be brought to your room each day at naptime and disinfected afterwards for storage. We are going to recommend that parents bring a crib sheet to cover the entire cot with. Older twos, threes, and fours classes are required to bring individual plastic mats upon which to sleep. These are stored in the classroom and need to be sprayed with cleaner at least once a week. Soft sleep toys, small pillows, and blankets may be brought by the child each day. These are to be stored in the child's cubby. Never store such items from different children together because of the spread of germs. Do not allow children to share such items. Keep cots or mats at least two feet apart during nap time.

## **ROOM MAINTENANCE:**

- ✓ Floors should be swept after snacks, meals or art work.
- ✓ Tables and chairs should be sprayed and wiped with cleaner. After art work, clean up paint or glue.
- ✓ Sinks should be clean of paint or glue and cleaned with cleaner.
- ✓ Toilets should be flushed after each use and cleaned with cleaner.
- ✓ Potty chairs should be cleaned/disinfected after each use.
- ✓ Tops of counters should be left clean and cabinets organized.
- ✓ Clean toys with cleaner daily and put away in containers.
- ✓ Any toys that have been mouthed should be immediately cleaned, or set aside until they have been cleaned.
- ✓ Cribs, bouncy seats, large toys, etc. should also be cleaned with cleaner. If the fabric seat cover becomes soiled remove it and place it in the wash.
- ✓ Garbage should be bagged and taken to dumpster. Make sure it goes into the dumpster.
- ✓ Take all soiled linens to the laundry room [downstairs rooms only].

**Infants sleeping:** Infants should sleep in their cribs with nothing in the crib except for the baby. There should be no blankets, toys, pillows, etc. If the baby needs something in the crib in order to sleep, then we need to get a doctor's note.

**Photos:** We have a couple of different permission forms regarding photos of the children. Not all parents want pictures of their children on our Facebook page. Administrative staff may take pictures on occasion, but teachers are not allowed to take photos of the children themselves. Do not post any pictures of children on personal social media pages!

**Never talk to a parent about another child in the class!** Do not tell the parent which child caused an accident, or which child is sick with something.

## **Food Regulations**

A caregiver should sit and join the children while they are eating.

Caregivers should not eat foods other than the foods served at the facility in front of the children.

Milk should be served at lunch. 100% fruit juice is allowed once a day.

Drinking water should be freely available to children and offered at frequent intervals. Water is to be made available with all meals and snacks.

Breast milk or formula should be brought to the facility daily, ready to be warmed and fed. Each bottle should be labeled with the infant's name.

Infants shall be held cradled in the arms during feeding. At no time shall an infant be fed by propping a bottle.

Baby food stored in a jar should be served from a separate dish. Any leftovers in the serving dish should be discarded. Leftovers in the jar should be labeled with the child's name, dated, refrigerated, and used within 24 hours.

Breast milk or formula is served to at least 12 months. Children ages 1-2 shall be served whole cow's milk. After age two children should be served fat free/skim milk.

Remember when you are **handling food** to serve the children you should be **wearing gloves**.

**TEACHERS PLEASE DO NOT SHARE FOOD WITH KIDS!**

