

ALDERSGATE ABILENE

# Aldersgate Academy Employee Handbook

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## Outreach of Aldersgate Abilene

We are engaged in the most important business in the world.  
You are an integral part of that work.

It is the desire of Aldersgate Academy to provide fair and equitable treatment and reasonable conditions of employment for all members of the Aldersgate Academy team. Your job is important in the work and goals of Aldersgate.

## Purpose and Objectives

Aldersgate Academy is a community outreach ministry of Aldersgate Abilene. It is established to provide a safe, healthy, happy, and Christian environment for children.

### GOALS

- To provide a safe and happy atmosphere for learning, growth, and positive self-esteem for young children.
- To provide a positive church experience for young children. For many children, this will be their first church experience.
- To help children grow in understanding and love for themselves, their families, and others in the world.
- To help children grow in their ability to think, solve problems, and develop language skills by using a variety of developmentally appropriate activities; and
- To help children enjoy creative expression in music, art, and play.

Aldersgate Academy employs staff based on potential or demonstrated ability without regard to race, creed, color, religion, sex, national origin, or age. The Academy Board approves the policies of the program. The policies apply to all staff members. The board will review these policies, as necessary.

## Personnel Policies

### PROBATION PERIOD

All new employees are employed with the understanding that they are on a probationary status for the first three (3) months of their employment. Either the employee or the school may terminate employment, without notice, at any time during the probationary period.

### CHILD ABUSE REPORTING POLICY

State law requires that Aldersgate Academy, and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities all suspected cases of abuse to a child.

### TRAINING

All employees must have the following training:

1. Twenty-four clock hours of pre-service training, or documentation of exemption (a minimum two years of previous experience, in a regulated childcare). Eight of the hours must be completed before the employee may be counted in the child/caregiver ratio. The remaining 16 need to be completed within 90 days of employment.
2. Orientation to the childcare center.

3. CPR and First Aid renewed every 2 years.
4. Twenty-four clock hours of annual training. Four hours need to be completed each month until complete. If in any month the required training is not completed, that staff member will be asked to take an unpaid day off to complete the hours.
5. Read and know the information included in both the parent and employee handbooks.

### PRE-SERVICE TRAINING

Before a caregiver can be counted in the child/caregiver ratio, the caregiver must complete 8 clock hours of pre-service training that covers the following areas:

1. Developmental stages of children
2. Age-appropriate activities for children
3. Positive guidance and discipline of children
4. Fostering children's self esteem
5. Supervision and safety practices in the care of children.
6. Positive interaction with children; and
7. Preventing the spread of communicable diseases

If a caregiver provides care for children younger than 24 months of age, one hour of that caregiver's pre-service training must cover the following topics:

1. Recognizing and preventing shaken baby syndrome.
2. Preventing sudden infant death syndrome; and
3. Understanding early childhood brain development
4. Safe sleep

Caregivers with at least two years prior experience in a regulated child-care center or with documentation of equivalent child-care training are exempt from the pre-service training requirements.

24 hours of annual training is required for employees to be completed within 12 months of employment and material must be relevant to the age of the children for whom the caregiver provides care. Continuing education is the responsibility of the employee. The required CPR/First Aid does not count toward the required clock hours of training and is at the employee's own expense.

Any employee not completing their required training hours for the year will not be asked to return for the following fall semester.

### ORIENTATION OF NEW EMPLOYEES

Newly employed personnel are to receive an orientation to acquaint them with their duties and all job-related information. Orientation must include at least the following:

1. An overview of the minimum standards.

2. The school's operational policies including discipline, guidance, and the release of children.
3. An overview of symptoms of child abuse, neglect and sexual abuse, and the responsibility for reporting these.
4. The procedures to follow in handling emergencies. Emergencies may include, but are not limited to, fire, explosion, tornado, toxic fumes, volatile persons and severe injury or illness of a child or adult.
5. The use and location of fire extinguishers and first aid equipment.

### CRIMINAL HISTORY

All employees will complete a criminal history check form before beginning employment. The Director will submit the completed form to the state licensing representative. The licensing representative will secure the processed criminal history background check for each employee and, should violations be found, any necessary actions will be taken immediately. This process will be repeated as required by childcare licensing regardless of length of employment.

All employees will complete a fingerprint-based criminal history check prior to employment. The center will pay the fee.

## Working and Compensation

### WORKMANS COMPENSATION

Our church will carry workman's compensation insurance as required by Texas law. The purpose of this insurance is to provide protection to the school employees in the event they are injured on the job. If you are injured at work, you must:

1. Notify the director or assistant director immediately.
2. Write up a description of the accident.
3. Go to a medical facility to be evaluated (including a drug testing).
4. If you refuse medical care you will be asked to sign a document releasing the church from liability.

### SOCIAL SECURITY

Social Security (FICA) will be withheld at the rate required by law. Employees will furnish the accountant with a completed W-4 before the first paycheck will be issued.

### JURY DUTY

Employees on jury duty will receive full pay minus jury pay. The employee must provide the school with the pay stub or a copy of the jury paycheck before a check will be issued.

### HOURS AND ATTENDANCE

Daily attendance is a necessity! Our workday is 8:10 a.m. to 2:40 p.m. (or 4:10 p.m. if working till 4), unless the employee and the Director make other arrangements. No time will be paid for clocking in early or clocking out late unless required by the Director. Employees are limited to 56 hours off. This includes days missed due to sickness of employee or their child and for personal reasons. On the 63<sup>rd</sup> hour missed; the employee will be written up. The 69<sup>th</sup> hour missed will be cause for termination. Consistent tardiness is also a cause for dismissal. Dismissal will be automatic for an employee's absence without notice.

If an employee is going to be late or absent, the Director and co-teacher should be notified no later than 7:45 a.m. Scheduled time off will need to be requested on the employee absentee form in the Director's office.

Non-sickness related doctor appointments should be scheduled during **non-school hours or days!** If it is unavoidable to schedule outside work hours/days, let the office know as soon as the appointment is scheduled, the more notice the better. Sickness related appointments need to be scheduled as late in the afternoon as possible or during naptime. There are ample days off on our calendar to schedule annual appointments or vacations without missing workdays/hours. We do want you to be able to attend your school age children's programs and occasional important family days and will make every effort to accommodate these times. Excessive time off will affect your rehire status so please choose your time off wisely.

Employees are required to clock in and out. Employees should not clock in or out for another employee. Only the Director shall make corrections to employee time. Employees must be on the premises when on the clock. **Employees must clock out any time they leave the school.** Please use parents for pizza runs or picking up items if possible. No pay will be given for hours not worked.

### SCHOOL CLOSINGS

In the event of severe weather, please watch the local television stations. We take our lead from the decisions of Abilene ISD during inclement weather and will cancel or delay opening in accordance with their determination. **In the event of a delayed start, our start time will be 10:30. Aldersgate staff is required to be at work by 10 a.m.** This gives you time to adjust your daily schedule and prepare your room for a condensed school day.

If an emergency exists at the Academy (for example: no heat, no water or electricity, etc.), each teacher will contact the parents of her students and inform them of the emergency and impending closure, when instructed by the directors.

### PAID TIME OFF (PTO)

Time off will be given after one (1) year of employment has been completed at the rate of one (1) day per year with a maximum of four (4) days. As payroll is completed and calculated every other week the Assistant Director will track and apply your PTO days to your check.

### END OF YEAR BONUS

A three percent bonus at the end of the school year is available based on the following criteria:

1. Must have completed the entire year (September-May)
2. Dependent on available funds.
3. Full days off must be four or less (a full day off constitutes three hours or more in a day missed.) This is regardless of reason, paid days or not.
4. Less than 30 total hours missed for partial days off.
4. Must have completed all training requirements.
5. Must be current on first aid and CPR.
6. Must be eligible for rehire.

### HOLIDAYS

The school will post a calendar at the beginning of the school year and a copy will be given to staff at orientation. All holidays are without pay.

### PAY DAYS

All staff will be paid every two weeks unless the Director has made other arrangements.

### PERFORMANCE EVALUATIONS AND SALARY

All employees will be evaluated on their job performance at the conclusion of the three-month probationary period and at least once a year thereafter. Hourly rate adjustments will be based on evaluation and availability of funds and subject to Board approval.

### RESIGNATIONS AND LAYOFFS

When an employee resigns, Aldersgate Academy shall be given a two-week written notice. Layoffs do not require notice by the Academy.

### TERMINATION

Violation of school policies and rules are considered grounds for termination of an employee without prior notice.

### TUITION – CHILDREN OF WORKERS

Employees' children attend the Academy at half of the regular tuition rate during their employment. An employee's childcare will be drafted twice per month. If the account becomes delinquent, we may withhold pay from your paycheck.

## STAFF MEETINGS AND TRAINING DAYS

Staff training meetings are scheduled in early August before school starts and throughout the school year and will be noted on the school calendar provided at staff orientation. Employees should make every effort to attend these scheduled meetings as important information regarding the center is presented and discussed.

## Rules of Conduct

### CONDUCT OF EMPLOYEES

It is the policy of Aldersgate Academy to promote cooperation and sustain good working relationships with employees through self-disciplined and mature performance. Rules and regulations regarding behavior are necessary to ensure efficiency of operations and protect the reputation of the school. Failure to observe these rules and regulations will subject the employee to disciplinary action, up to and including termination. Disciplinary action is a means to correct and improve employee behavior, not to punish. Such disciplinary actions include verbal warnings, written warnings/counseling, probation, and termination. Immediate termination may be imposed for serious infractions.

Some examples of misconduct include, but are not limited to, the following:

1. Violation of Texas Department of Protective and Regulatory Services Minimum Standards for Child Care or other applicable laws or regulations.
2. Violation of health and safety rules.
3. Behavior leading to child abuse investigation, accusation, or arrest.
4. Administering any form of physical discipline.
5. Conduct endangering children in the care of Aldersgate Academy.
6. Possession use or being under the influence of alcohol at any time.
7. Possession, use, or delivery of illegal drugs or controlled substances without Doctor's prescription.
8. Leaving work area, job, or premises without authorization.
9. Excessive absenteeism and tardiness.
10. Unacceptable quality of work.
11. Insubordination.
12. Failure to observe professional standard of confidentiality about Aldersgate business, especially including privileged information regarding the children and their families; and
13. Failure to treat parents, children, co-workers, and the public in a courteous, respectful manner at all times.

Violation of these or other policies and procedures could lead to disciplinary action and/or termination at the Director's discretion.

### ETHICAL STANDARDS

To maintain professional ethical standards, employees shall refrain from discussing issues pertaining to students, staff, or the school except in a positive manner. In your general conversations while representing the Academy consider the following:

Rotarian's 4-way test of the things we think, say, or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and better FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

### SOCIAL MEDIA POLICY

Any incidents or concerns from parents or families of the Academy will not be addressed by staff members in a social, written format. If you hear or see any comments or concerns about the Academy or its staff members, please report it to the director.

### TELEPHONE / CELL PHONES / PAGERS / TEXTING

It is the policy of Aldersgate Academy not to call anyone away from his/her job to accept telephone calls in the office during work hours. However, emergency calls will be relayed immediately. Incoming phone calls to personal cell phones should be kept to a maximum of one (1) minute. If you do receive a call you are no longer counted in the staff ratio until the call is completed. You must assure the ratio guidelines are being met and then step out of the room and quickly end the call. You may have to call for another staff member to cover for you. **Outgoing phone calls and/or texting from the classroom are not allowed outside of director permission. You must see that ratio guidelines are met and step out of the room. This is the same whether it is personal or business. Stay off your phone when you are supervising and/or in the presence of children.**

### DRESS CODE

Professional appearance is important to Aldersgate Academy. Employees are expected to have body and hair neat and clean and to dress in a manner appropriate for the job they perform. Acceptable and unacceptable dress is at the discretion of the Director. Clothing with symbols or words that advertise any specific business or organization is not allowed unless pre-approved by the Director. Team and teacher shirts may be allowed on a Friday.

As a safety precaution, employees should not wear dangling earrings, pins, or other jewelry that could be injurious to themselves or the children. Tattoos and other body markings must be covered at the discretion of the Director. School smocks, aprons or nametags may be provided by the school.

### VISITORS

All visitors must check in at the Director's office. Visitors will not be allowed in children's rooms unless the Director grants permission. It is everyone's duty to watch for and



intercept unknown persons in the school areas. Employees' children are to be taken to their room at 8:25 a.m. and remain in the room in which they are enrolled during the employee's work schedule unless otherwise approved by the Director.

## Workplace Expectations

### SHARED BUILDING USE

It is important to remember our building's primary function is a church. The facility is in use not only on Sunday, but almost every night of the week. The Academy is a vital aspect of Aldersgate, but not the ONLY priority! It is our responsibility to leave the rooms organized and clean each day so that they are available for multi-function use. We are the only paid people that use the children's classrooms so be patient with the conditions the rooms are left in by volunteers. Cleaning crew deficiencies always exist as well so be prepared to help clean your room.

### SEXUAL AND OTHER HARASSMENT

Aldersgate Academy prohibits verbal, graphic, or physical conduct that harasses, disrupts, or interferes with work performance or creates an intimidating, offensive or hostile work environment. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated. Any form of harassment which violates federal, state, or local law, including but not limited to harassment related to an individual's sex, race, religion, color, age, national origin, or disability, is a violation of this policy and will be treated as a disciplinary matter.

Sexual harassment is a form of prohibited harassment. Any sexually harassing or offensive conduct in the workplace, whether committed by supervisors, employees, visitors, or non-employees, is prohibited.

All employees have a responsibility to keep the workplace free of any form of harassment, and to promptly report suspected harassment to the Director. All reports regarding harassment will be investigated promptly and in as confidential a manner as possible.

Employees are required to cooperate in any investigation. Retaliation against any employee for making a report or participating in an investigation is strictly prohibited. Employees who engage in harassment, retaliation, or who knowingly submit false information or interfere with a harassment investigation, are subject to disciplinary action and/or termination. Non-employees who engage in harassment may be restricted from the premises.

## SAFETY

Fire drills will be conducted monthly. Evacuation plans must be posted on the wall in each room. Everyone must clear the building in less than three (3) minutes. Once out of the building, all classes will meet at the baseball field fence behind the back (east) parking lot. Teachers must take classroom backpacks with them. This should include the student information binder and a working flashlight.

A first aid kit is located in the office.

An accident and incident report must be completed if a child needs ANY medical attention or is involved in a situation that placed the child at risk. The Director (see Minimum Standards, page 19) must sign the report as well as the parent. One copy must be offered to the parent, and one copy is given to the Director. This copy is kept for at least three (3) months after the child's last day in care.

All exit doors in the preschool hallway must remain locked. These doors cannot be propped open during the school day due to licensing requirements.

## EMPLOYEE PERSONAL ITEMS/MATERIALS

Aldersgate Academy is not responsible for the loss, damage or theft of any personal items brought to or left at the center regardless of the nature of those items or articles, including equipment, supplies, and/or curriculum purchased or owned by visitors, employees, or clients. Materials not marked or in some way identified as the personal property of the employee may be assumed to be the property of Aldersgate Academy.

## PERSONAL VEHICLE

Aldersgate Academy is not responsible for any actions of an employee who is using their own vehicle to run errands for the center and therefore the center does not encourage, authorize, or permit employees to run center errands during the time they are on the clock.

# Academy Standards

## GENERAL PROCEDURES

All staff members must clock in and out on the tablet. The Director is the only one to make corrections to the time sheets. The paid day begins at 8:10 a.m. and ends no later than 2:40 p.m. or 4:10. 2:30 till 2:40 and 4:00 till 4:10 is to be used to prepare or clean up and only to be used as needed to complete work. Clock in times after 8:20 are considered late and are recorded in your time off records. Any exceptions must be cleared with the Director.

Both teachers need to be in the prepared classroom to greet parents and children no later than 8:25 a.m. call each by name. These are strong points of Aldersgate Academy: friendliness of staff and a caring attitude.

While on the playground, teachers need to interact with children. This is a teaching time just as much as in the classroom! Teachers should space themselves around the playground so that they can see all the children all the time. This is not a time for one teacher to go work in the classroom!

Always be on the lookout for broken toys, nails, and any other objects that that might hurt the children. Throw broken toys away in the trashcan provided. Plan ahead for cleanup time DURING the scheduled outside time. **Every group needs to leave the playground clean and organized for the next class.** This includes placing riding toys under the awning, other toys in the storage benches. Please be considerate of other classes who are scheduled to use the playground and be ready to enter and leave the playground on time. The first scheduled group on the playground is responsible for unlocking the playground gate and the last group is responsible for locking the gate.

Cold weather outside playtime guidelines:

- 50 degrees and above, you go outside for your normal allotted time unless it is too wet.
- 33 to 49 degrees: You still go outside but kids must be dressed appropriately. There are some extra jackets and/or pants in the office if needed. Time can be shortened at your discretion.
- 20 to 32 degrees: and it is not wet outside, go out but for a shorter time, maybe 10 to 20 minutes. Uncovered hands and heads can freeze very quickly, especially in the wind. Encourage movement for this shortened time. Have a race around the playground, ride the bikes, get them moving!
- If temp or windchill is below 20: stay inside!

### CLASSROOM COMMUNICATION

Communication between parents and teachers will happen daily. Written notes, tablet notifications, text messages, pictures and our private Facebook page are all ways to increase communication. In addition, a monthly newsletter to parents outlining lesson plans and classroom activities for the upcoming month must be posted at the beginning of each month. The Curriculum Director or Administration must review a copy of this newsletter before it is posted.

**Please inform the Director** before contacting a parent, either by phone or conference. **ALL** correspondence to parents must be reviewed and approved by the Director/Assistant Director before it is copied and distributed to parents.

Teachers are required to make portfolios for each child in their classroom. The portfolio should include work samples, artwork and photos that **demonstrate a child's progress throughout the school year.** Handprint and footprint crafts and restricted creativity crafts are not good examples of individual progress.

### LESSON PLANS

Completed lesson plans for the month are due one week before the first of each month to the Curriculum Director for review. Should teachers neglect to turn in lesson plans or if the plans are consistently incomplete and/or late, the Director shall take disciplinary action as outlined in Rules of Conduct in this handbook.

### ACTIVITY PLAN

Each classroom needs to have their schedule posted for the day. This plan needs to include outdoor play, active and quiet play that incorporates group and individual activities, child-initiated activities where supplies and materials are within the reach of the child and the child chooses the activity on the child's own initiative, caregiver-initiated activities that 2 of which must promote movement, meal and snack times, and naptimes.

### PIV TESTING

Academy IV teachers must conduct readiness tests on their students three (3) times during the school year. Tests are to be conducted in September, January, and May. Parents need to be notified before testing occurs and then provided the opportunity to review their child's test results upon completion.

### ELEMENTS TO QUALITY TEACHING

Teachers need to demonstrate Christian attributes such as kindness, patience, dependability, and a cheerful attitude. Teaching young children requires creativity, a desire to learn, knowledge of young children and flexibility.

Good teaching is more likely to happen when:

1. Teachers prepare the room each day, with everything ready by no later than 8:25 a.m. This includes:
  - Placing the labeled tubs in the hall for students' belongings.
  - Having tables and chairs ready.
  - Activities selected and available on the tables or floor for children as they enter the room.
  - All supplies ready and in the room for the day.
  - Centers set up.
  - Awareness of allergies your children may have.
  - Fresh bleach (2 T per gallon water) solution each day for use in clean up.
  - All general safety precautions taken.
  - Understanding any special needs your children may have; and
  - Warmly greeting parents and students each day!
2. Teachers provide a variety and adequate number of similar materials, adding and subtracting from centers as needed.

3. Teachers plan activities carefully, recognizing and preparing for the developmental levels of each child.

Teachers need to interact with children in the following ways:

1. Individually, physically getting down on their eye level.
2. In small groups.
3. With positive voice tones; gentle voices can be firm yet caring.
4. During changing, bathroom and mealtime; and
5. Through positive encouragement.

RECOGNIZE AND BE AWARE OF THE DEVELOPMENTAL LEVELS OF EACH CHILD.

Know the Basic Care Requirements for the children in your care.

### **NEVER LEAVE CHILDREN ALONE!**

#### RELATIONSHIPS WITH PARENTS

Respect confidences. Always.

- Never make a negative remark about a child or parent to another parent or teacher. Even “Bill was a real pill today” said to someone often gets back to the parent blown out of proportion.
- Never compare children. Remember, they each develop at their own rate.
- If a parent needs or wants to talk, ask them to wait a minute until you can secure a quiet room away from others or schedule a conference. Never leave children unattended to have a conference. Inform your co-worker whenever you leave the room.
- Problems in the classroom can be presented in a positive way. “We have some problems to work out, but I worked on it today by...”
- If you have a continual problem, alert the Director as to what actions you are planning to take. If it seems no progress is being made, the Director will set up a parent conference.

#### RELATIONSHIPS WITH CO-WORKERS

Almost all staff problems can be resolved if brought to the attention of everyone involved early enough. Although it can be difficult, speaking directly with those involved solves most problems. Do not gossip or grumble among yourselves. Nothing is gained! If desired, ask to speak to the Director in private and she will try to help. The office is a good place to blow off steam, to regain perspective, to get new, fresh ideas and even to grab a bite of chocolate!

It is always tempting to talk to each other as teachers and friends; however, our job is to interact with the children. **Basically, our conversations should be with our students.**

### ADDITIONAL MINIMUM STANDARDS FOR TEXAS STATE LICENSING

1. All employees and director must be certified in First Aid and CPR.
2. Mats and sleeping articles are to be used only by the child who brought them. Keep each one separate. Send all mats home on Friday if not daily.
3. Know the location of all fire extinguishers and how to use them.
4. All garbage with bodily fluids must be in containers with lids.
5. The center must have childproof covers on all electrical outlets in rooms used by children. Check daily!
6. The employees must ensure that all food and drink served are of safe quality and are stored, prepared, and distributed and served under sanitary and safe conditions. Employees will wash and sanitize service equipment. Rinse all utensils in a bleach water solution.
7. Staff must always be in the room where children are present. Eye contact of all children must be maintained at all times.
8. You must obtain written feeding instructions, dated, and signed by parents, and updated every thirty (30) days for children not ready for table food.
9. Infants must have a supervised nap period that allows the infant to maintain his or her own pattern of sleeping and waking periods. Infants not able to turn over on their own must be placed in a face-up sleeping position unless the child's parent presents written documentation from a health-care professional.
10. All medication will be administered only through the office.
11. Cleaning products must be clearly labeled and kept high, out of children's reach.
12. All the children's belongings, such as bottles, blankets, lunch boxes, containers IN the lunch boxes, towels, jackets, extra clothes, etc., must be labeled with a permanent marker.

### ART AND CURRICULUM CLOSETS

Supplies are expensive! The basic stock for the year is in the center when school begins. Use what is needed but plan carefully. Return all teaching aids and books to the shelves after use so others can use them. Please do not keep them out more than a week at a time.

If there is a toy or supply in a particular room that you would like to use, please ask the classroom teacher if you may borrow that item several days in advance.

Plan and gather art supplies from the closet during lunch, quiet time or after school.

Take only the amount of art supplies from the containers that you will need for the project, rather than taking the entire container. Several classes may be using the same materials on the same day! Gather as many of your art supplies as possible a week ahead and store them in the classroom with your lesson plans and materials. This is especially helpful for subs!

Paint will last several days in paint pots. RINSE BRUSHES DAILY WITH SOAP AND COOL WATER! Brushes need to be completely dry before storing.

Put supplies back in the correct place. If brushes, containers, etc. are washed and left to dry, it is the employee's responsibility to return them to the proper place EACH DAY. It only takes a few minutes to put things back in the proper place if it is done consistently and daily.

If supplies are needed or running low, add the items to the supply list in the office before they run out.

Teachers must check with the Director before purchasing items for which the school reimburses them. Once reimbursed, the items become the property of Aldersgate Academy. Tax-exempt forms are available in the office. The school will not reimburse for taxes incurred on purchases.

### TOYS

Children can learn to take care of toys, to pick up toys and to put them in the proper place. Be patient but persistent with this. Allow plenty of time for pick up. Compliment their hard work; help them have a sense of pride in what they do to care for the classroom.

### STAFF RESPONSIBILITIES

1. Know the state minimum standards!
2. Make sure at least one pair of adult eyes is on each child at **ALL** times.
3. Post a list of food allergies (and other allergies) in your classroom and **KNOW** which children are affected. Review this list daily. A master list of food allergies will be posted in the office.
4. Fresh bleach (2T bleach per 1 gallon water) solution will be prepared each day. Fill your bleach spray bottle (clearly marked) each day with fresh solution.
5. Clean and sanitize all utensils and the work area.
6. Gather and set out (or place in a prominent position on the counter) supplies and plans for the next day before leaving work. This is especially helpful for subs that may not know where your materials are stored.
7. At the close of the day, pick up and arrange the room for the next day.
8. Clean tables and chairs daily.
9. The center must ensure that a child is released only to a parent or an adult designated by the parent. Parents must notify the center in writing when someone other than those individuals designated on the child's enrollment form will be picking up the child. Caregivers should ask for a driver's license anytime the person is not recognized. If in doubt for **any** reason, call the Director first before releasing a child.
10. Stack chairs on tables at the close of the day.
11. Return tubs and all artwork to classroom at the close of the day.

12. Leave classrooms ready for evening use by other groups in the church.
13. Leave classrooms ready for use by Sunday school classes on Fridays. This includes putting away all supplies, cleaning tables and chairs, putting away all weekday work, and clearing countertops.

### NURSERY

1. Wash toys daily in bleach solution and air dry.
2. Disinfect entire changing area and sink.
3. Change sheets in cribs that were used if another child will use the crib the next day. If the same child is in the crib each day, change the sheets when soiled and every Friday.
4. Disinfect every crib and highchair, wipe down rails and sides daily.
5. Disinfect microwave and refrigerator every day.
6. Review and complete the Daily Opening/Closing Duties Checklist.

### ONES & TWOS

1. Wash toys daily in a bleach solution and air dry.
2. Disinfect entire changing area.
3. Disinfect tables and wipe down chairs each day.
4. Disinfect microwave every day.
5. Check the floors for debris from the playground.
6. Sweep and clean the floors after lunch and wash trays in dishwasher.
7. Review and complete the Daily Opening/Closing Duties Checklist.

### PRESCHOOL

1. Wash all toys once each week.
2. Disinfect all work surfaces and wash trays in the dishwasher daily.
3. Keep all toys in the room organized, clean and labeled every day.
4. Lay wet art flat and do not put it in the hallway until dry. Do not hang wet art; it will drip onto the floor. Do not send home wet projects!
5. Disinfect microwave every day.
6. Review and complete the Daily Opening/Closing Duties Checklist.

KNOW THE RULES, COUNT THE CHILDREN, CLEAN YOUR SPACE, COUNT THE CHILDREN,  
BE PATIENT AND KIND, COUNT THE CHILDREN, RESPECT OTHERS AND HAVE FUN!

When you are done, count the children again!



## EMERGENCY PREPAREDNESS PLAN

### EVACUATION

- Calmly escort children to designated meeting spot, taking classroom backpack with:
    - ✓ Classroom binder with emergency contact information
    - ✓ Flashlight with working batteries
    - ✓ Cell phone
    - ✓ diapers (as needed), wipes, tissues, gloves.
  - Our pre-planned, on-site evacuation place is:
    - ✓ The back fence by the baseball field.
    - ✓ McMurry University is secondary location if needed.
- Circumstances of any given disaster may necessitate changing evacuation site. The Director is responsible for identifying an alternate location, if needed
- Director will provide First Aid Kit, Epi-Pens, and attendance information.
  - Account for all children, staff, and visitors.
  - Report any missing children to the Director immediately.
  - If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
  - Director will notify emergency services and licensing personnel of evacuation and emergency.
  - Staff will contact parents/guardians or emergency contacts when directed.

### FIRE

- Activate fire alarm or otherwise alert staff that there is a fire (yell, whistle).
- Take emergency backpacks and follow evacuation plan.
- If caught in smoke, have everyone drop to hands and knees and crawl to exit.
- Pull clothing over nose and mouth to use as a filter for breathing.
- If clothes catch fire, STOP, DROP, & ROLL until fire is out.
- Call 911 from outside of building if needed. (Our fire alarm will automatically contact fire department.)
- Do not re-enter building until cleared by fire department.

Post fire exit plans in the classroom **Have a fire plan and make sure everyone is familiar with it. We practice fire drills every month!**

### BOMB THREAT

- Check caller ID if available.
  - Signal to another staff member to call 911, if able. (*Write "BOMB threat" on piece of paper, along with phone number on which call was received.*)
  - Do not activate the fire alarm.
  - **Before you hang up**, get as much information from caller as possible.
- Ask caller:**

- ✓ *Where is the bomb?*
- ✓ *When is it going to explode?*
- ✓ *What will cause the bomb to explode?*
- ✓ *What does the bomb look like?*
- ✓ *What kind of bomb is it?*
- ✓ *Why did you place the bomb?*
- **Note the following:**
  - ✓ *Exact time of call*
  - ✓ *Exact words of caller*
  - ✓ *Caller's voice characteristics (tone, male/female, young/old, etc.)*
  - ✓ *Background noise*
- Do not touch any suspicious packages or objects.
- Avoid running or anything that would cause vibrations in building.
- Avoid use of cell phones and 2-way radios.
- The Director will confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

### CHEMICAL OR RADIATION EXPOSURE

- If emergency is widespread, the Director will monitor local radio for information and emergency instructions.
- Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.
- If inside, stay inside (unless directed otherwise).
- If exposed to chemical or radiation outside:
  - ✓ Remove outer clothing, place in a plastic bag, and seal. (*Be sure to tell emergency responders about bag so it can be removed.*)
  - ✓ Take shelter indoors.
  - ✓ If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

### POWER OUTAGE

- **Determine why power is out.**
- **If electrical problems are in building prepare to EVACUATE.**
- **If severe weather caused outage:**
  - ✓ Stay indoors.
  - ✓ Take out flashlights. (Do not use candles or any lighting source with a flame.)
  - ✓ Account for all children, staff, and visitors.
  - ✓ Director will report power outage to power company on hard-wired phone.
  - ✓ Do not call 911, except to report an emergency.
  - ✓ Turn off or disconnect any appliances, electrical equipment, or electronics that were in use.
  - ✓ Leave one light on to indicate when power returns.
  - ✓ Keep refrigerator and freezer doors closed.
    - **If weather is cold:**

- Ensure everyone is wearing several layers of warm, dry clothing.
  - Have everyone move to generate heat. (Lead the class in physical activity or movement games.)
  - Never use oven as source of heat.
  - Never burn charcoal for heating or cooking indoors.
  - Only use an available generator outdoors and far from open windows and vents.
- **If weather is hot:**
- Move to lower floors, if possible.
  - Remove excess layers of clothing.
  - Ensure everyone drinks plenty of water.

### UTILITY LOSS OR FAILURE

Loss or interruption of natural gas, water, or sewage services to the school.

- If evacuating, follow evacuation procedures, avoiding areas of hazard.
- Do not allow anyone to re-enter the building until it has been deemed safe.
- Director or designated staff will turn off utilities and seal off the high-risk area, if necessary or possible.
- Director or staff will contact the local utility company or other emergency personnel.
- For gas leaks, the Director will order an evacuation and open windows and doors.
- **DO NOT ACTIVATE THE FIRE ALARM.**
- In the event of an explosion, evacuate if able, call 911 and administer first aid as needed. **(see map for utility shut off locations)**

### TORNADO

If the Emergency Weather Radio broadcast system in our area advises us to take cover due to a tornado warning:

- The Director or designated staff member will assemble the students into a centrally located hallway.
- Bring backpack with required items.
- All children will be counted, and attendance will be checked using the daily attendance sheet.
- Parents will be notified as needed.
- Take books to read to help keep children calm.

Severe weather drills will be practiced every 3 months.

### PANDEMIC FLU/CONTAGIOUS DISEASE

We will enforce illness exclusion policies for children and staff.

- Wash hands well and often.
- Notify parents as directed or needed.
- Reinforce teaching about good respiratory etiquette:

- ✓ Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.
- ✓ Throw used tissues in a hands-free trash can.
- ✓ Wash your hands after using a tissue or helping a sick child.

### SEVERE INJURY OR ILLNESS

#### **Preschool Staff Response – All Staff are First Aid and CPR Certified**

- Quickly assess the situation. Make sure the situation is safe for you to approach.
- Examples of danger include, but are not limited to: Live electric wires, Gas leak, Building Damage, and Animal threat.
- Immediately notify emergency responders by calling 911, if necessary, after assessing the seriousness of the injury or illness.
- Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location (room number); describe illness or type of injury, and age of the victim(s).
- Immediately inform the Preschool Director.
- Director will assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the victim.
- **Do not move the sick or injured unless the scene is unsafe.**
- The Director/Office will print medical information to send with injured person/child and contact parents and childcare licensing.

### LOCKDOWN

- Clear hallway and bathrooms and move into the classroom.
- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.
- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor or behind furniture.
- Ignore all bells and alarms. (intruders often set off alarms)
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children.
- Director will notify emergency personnel and licensing.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about the lockdown as per directed or needed.

### INTRUDER / DANGEROUS PERSON

When an unauthorized person enters the school property:

- Ask another staff person to accompany you before approaching the guest / intruder.
- Politely greet them and identify yourself. Ask them the purpose for their visit.
- If their purpose is not legitimate:
  - ✓ Ask them to leave and escort them to the exit.
  - ✓ If they refuse to leave inform the Director.

Director may initiate lockdown if needed.

- **If the person is in building:**
  - ✓ Try to isolate the person from children and staff.
  - ✓ Do not try to physically restrain or block the person.
  - ✓ Remain calm and polite; avoid direct confrontation.
- **If children are outside:**  
**And dangerous person is outside:**
  - ✓ Quickly gather children and return to classrooms and initiate lockdown.
  - ✓ If this is not possible, evacuate to designated evacuation site.**And dangerous person is in the building:**
  - ✓ Quickly gather children and evacuate to designated evacuation site.
- **If children are inside:**
  - ✓ Keep children in classrooms and initiate **LOCKDOWN**.

### HOSTAGE

#### **Hostage Situation:**

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Preschool Director.
- The Preschool Director or Staff Member will announce Lock Down.
- The Preschool Director or Staff Member will call 911 immediately. Give dispatcher details of the situation:
  - ✓ description and number of intruders
  - ✓ Exact location of the intruders in the building and that the school is in LOCK DOWN.
  - ✓ Ask for assistance from hostage negotiation team.
- The Preschool Director will give control of scene to police and hostage negotiation team.
- Everyone should remain in Lock Down until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

#### **If taken hostage:**

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.