

# St. Michael's ECC Personnel Handbook

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## **Welcome!**

Welcome to St. Michael's ECC Preschool! We look forward to serving with you as a member of our team and family. Your gifts and talents, which bring you to this position, are most appreciated. We are committed to working together with you in service to our Lord and community through this ministry.

As an employee of St. Michael's, you represent our ministry in both your work and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that aligns with the values of St. Michael's and our establishment's Mission Statement.

## **Mission Statement**

The Unified Mission Statement of St. Michael's: "Connecting People to Jesus"

## **Early Childhood Center's Statement of Purpose**

"Our purpose as part of the total ministry of St. Michael's Lutheran Church is to serve families of the church, school, and community who desire Christ Centered care for their children."

## **Early Childhood Center's Philosophy**

We at St. Michael's Community Child Care Center strive to provide a safe and nurturing environment, to meet the needs of children, to lead them to know their Savior, to grow in their faith in God, and to provide for parents the confidence that their children are being given loving, Christian care.

1. Spiritual Needs – children will develop a firm foundation in the knowledge of their Savior.
2. Cognitive Skills – children will gain knowledge through experience and exploration.
3. Physical Skills – children will be expressing themselves in creative and stimulating activities that help to develop their motor skills.
4. Social Skills – children will be interacting with other children and adults to nurture self-confidence.
5. Emotional Needs – children will be provided with opportunities for sharing dreams, fears, and helped to distinguish between real and make-believe.

## **Licensing**

St. Michael's is licensed by the State of Michigan Bureau of Community and Health Systems. A copy of the licensing rules is available in each classroom or in the office for review.

## **Introductory Statement**

This manual has been compiled to serve as a guideline for all childcare personnel of St. Michael's ECC. The goal of this manual is to assist the child care personnel in providing consistent, quality care to the children we serve. Although there are rules to follow, we hope you find joy in your work and friendship among your co-workers.

As a member of the St. Michael's ECC team, you are employed by St. Michael's Lutheran Church. It is important that you read, understand, and become familiar with the St. Michael's Community Child Care Personnel Handbook and comply with the standards that have been established. Please talk with the Program Director of the ECC if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide written answers to every possible question. As a result, St. Michael's ECC and Preschool Administration reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision as it deems necessary or appropriate.

## **Employment at Will**

As an hourly employee (non-rostered or non-contracted) of St. Michael's Lutheran Church, the employment relationship is one of mutual consent. The employment relationship is terminable at the will of the worker or St. Michael's Lutheran Church. That is, either the worker or St. Michael's Lutheran Church may end this relationship. Personnel are required to give a minimum of two weeks' notice in writing when resigning. If the worker does not give a two weeks' notice, they will not receive any accrued vacation pay.

## Probation Period

All childcare personnel are hired on a 6-month probationary period. If at any time during this period the Director and the childcare board are convinced that permanent employment of such child care personnel would be detrimental to the center, employment will be terminated.

## Open Door Policy

St. Michael's ECC and Preschool policy is to have an open channel of communication at all levels when an individual has a question, concern, or suggestion. Your questions, concerns, or suggestions should be brought to the attention of your immediate supervisor (LEAD Teacher, Assistant Director, or Director of the ECC) for resolution. If this does not resolve the matter to your satisfaction, you can proceed to bring it to the next higher level of authority.

## New Personnel Orientation

All new personnel will be asked to read the St. Michael's ECC personnel handbook. Prior to working in the classroom, the Administrator and Director will schedule an orientation meeting to complete required paperwork, and new employees will be required to view the online New Personnel Orientation Presentation and answer all questions.

## ECC Programs

|                         |                      |             |
|-------------------------|----------------------|-------------|
| • Infants               | newborn to 12 months | 12 Children |
| • Ones                  | 12 months to 2 years | 12 Children |
| • Twos                  | 2 years to 3 years   | 12 Children |
| • Preschool             | 3 years to 5 years   | 30 Children |
| • School-Age Child Care | 5 years to 13 years  | 36 Children |

## Ratios

At St. Michael's ECC, we maintain the following staff-to-child ratios at all times in our classrooms:

| <u>Age of Children</u>                | <u>Minimum Ratio of Staff to Children</u> |
|---------------------------------------|---|
| 6 weeks to 30 months                  | 1 staff member for every 4 children       |
| 30 months to 3 years                  | 1 staff member for every 8 children       |
| 3 years to 4 years                    | 1 staff member for every 10 children      |
| 4 years to Kindergarten               | 1 staff member for every 12 children      |
| Kindergarten to 8 <sup>th</sup> Grade | 1 staff member for every 18 children      |

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

- Infants are never combined with children over the age of 18 months.
- Children 2 years old may be combined with children who are 3-5 years old as long as the ratio of 1 to 4 is maintained.
- Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the youngest child in the group.

## Staff with Child(ren) Attending ECC Policy

ECC will provide care for one child or ward free per St. Michael's staff (with guardianship) while said staff member is working. All other children and/or wards of that staff member will be half price while said staff member is working.

## Weather Related Closings

St. Michael's ECC will remain open during most severe weather situations. The Director and school principal will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

In the event St. Michael's ECC closes early or cancels care for the following day, staff and parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

## **ECC and Preschool Scheduled Closings**

Each year a Calendar of Closings will be made available to each employee in regards to CCC and Preschool closings. Days may vary from year to year, but the following Holidays are observed every year.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

## **Medical/TB Examinations**

St. Michael's ECC does not require staff to complete a physical, however, the State of Michigan Childcare Licensing Regulations require that a TB test be on file for each employee prior to beginning work. This TB test must be dated no more than one year prior to employment with St. Michael's.

## **Background Checks/Fingerprinting**

The State of Michigan Licensing of Childcare Center's requires that all Childcare employees have a background check through Department of Human Services to show they are not listed on the Central Registry for Child Abuse and Neglect and Sex Offender Registry. This background check requires Fingerprinting and will be completed prior to the first day a childcare employee works. St. Michael's will pay for the cost of Fingerprinting. Any individual registered on the public sex offender registry is prohibited from having contact with any child in our care.

## **Attendance and Promptness**

ECC personnel are expected to report to work on time for all scheduled work hours. Personnel will be using a time clock and must clock in 5 minutes before scheduled start time, and at the end of their shift. If an occasional sick day or personal emergency occurs, childcare personnel are to notify the Director as early as possible. Scheduled vacation/personal days are allowed with one-month prior approval. Excessive vacation/personal days, unplanned absences, or late arrivals are unacceptable and may result in loss of pay increases, disciplinary action, and/or dismissal. The Director will keep a record of absences and late arrivals. Two unplanned absences (including late arrivals) and 10 approved absences in a year are acceptable. If you need to be absent two or more consecutive days, these days will have to be approved one month ahead. All absences above and beyond sick time and/or earned paid vacation time are without pay.

## **Work Schedule**

Each lead teacher and assistant teachers' schedule will be kept as consistent as possible from week to week. The exact schedule for each month will be posted in each classroom. Be sure to check it thoroughly. Changes are made to compensate for the variances in the children's schedules and to cover for staff absences. There may be times when it will be necessary to remain at the center beyond scheduled hours or leave before your shift has been completed due to the children's schedule changes. A certain number of hours will not be guaranteed at any time. Lead teachers will be given preference to maintain hours over assistant teachers when hours have to be cut according to the monthly schedule. Lead teachers will also have the responsibility and authority to look at the schedule each day and make staff changes when needed for child numbers only (not to maintain 40 hours each week), if the directors are not available, otherwise lead teachers need to bring the needed changes to the attention of the directors. Teachers may be scheduled for up to 40 hours per week unless they would like fewer hours. Teachers that average 30 hours per week for nine months are eligible for disability/retirement. Assistant teachers' schedules vary based on the need in the classroom. Overtime will be paid at time and one half for hours worked over 40 in one week and that have been okayed by either the assistant director or director. Schedules change will happen monthly. During the summer months schedules may vary due to the flexibility of families.

## **Jury Duty**

We encourage childcare personnel to fulfill their civic responsibility if called for jury duty. Childcare personnel will keep the jury pay and take the time off without pay.

## **Job Descriptions**

In order to mutually understand what is expected of a new employee and what the employee will be held accountable for, a job description is utilized. Employees will be given a job description before they start to work. A job description summarizes worker duties and responsibilities and gives workers important information about the new job. Please read and study the job description carefully and discuss it with your supervisor if you have any questions.

\*\*The ECC Board reserves the right to revise and update job descriptions as it deems necessary and appropriate.\*\*

## **Building Administrator**

### General Job Description:

- Be a Christian example to others by talk and actions.
  - Encourage the spiritual growth of staff, students, and families; maintain positive relationships among children, teachers, parents, congregation and community.
- Be knowledgeable and ensure compliance of all Michigan Bureau of Child Care Licensing rules and regulations as well as St. Michael's Lutheran rules and regulations.
  - Responsible for the general management of the center, including the following minimum responsibilities
    - Developing, implementing, and evaluating program and center policies.
    - Monitoring staff, including annual evaluations..
- Represent the ECC & School for all families and students by providing a common administrator name/position for all families and to bridge the gap between the ECC and school while promoting a connected ministry with the congregation.
  - Maintain positive relationships among children, teachers, parents, congregation and community.
  - Main contact for St. Michael's Lutheran School & ECC under LCMS-MI District and synodical Rosters/Statistics/Placement; collaborate with the Program Director as necessary.
  - Responsible for filtering and overseeing all communication via social media and the ECC & School portions of the website.
    - Ensuring the integrity of the ministry and efforts of our workers and families.
  - Be visible to our parents, students, families, and staff on a balanced time-frame before, during, and after the normal hours of school. Coordinate with the Assistant Director and Program Director to ensure that there is always one person available during hours of operation.
  - Work with the Program Director to plan, collaborate with staff as needed and facilitate "open house" and marketing opportunities for ECC & School events.
- Facilitate weekly meetings of ECC administrative staff (Program Director/Assistant Director/Administrator) for the purpose of communication and strategic planning.
- Work with the Program Director and Kindergarten teacher to facilitate and transition Preschool 4 students to Kindergarten starting each January.
  - Coordinate with the Program Director to ensure Preschool student academic readiness for Kindergarten and coordinate with the Special Education/Intervention teacher as liaison for TISD and Reese services and consultation.
- Collaborate with the Program Director for hiring needs and recommendations for dismissal of employees.
  - Repeated staff discipline is referred to the Administrator for collaborative action with the Program Director and ECC Board.
  - Facilitate joint ECC & School staff functions for social and professional growth. Coordinate with the Program Director to maintain and improve staff cohesion and "united" ministry.
  - Listen to staff concerns and mediate between the Program Director and staff only when other avenues have been exhausted and attempts to speak directly have been made.
- Schedule use of shared space, services, & "specials personnel" with the Program Director and school.
- Work with the Program Director to develop, maintain, and review mission and ministry goals for St. Michael's ECC.
- Work with ECC Board & Program Director to recommend updates, policies, and handbooks on an annual basis.
  - Collaborate with the Program Director to maintain, review, and update emergency procedures, equipment, & training.
    - Work with the Program Director or their designee in managing emergency procedures in the case of a critical case of emergency

### Required Qualifications:

All central Administrators shall have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the department. Verification of the duties and education of the central administrator must be made available to the department upon request.

|  |
|--|
| Michigan LARA Approved Administrative Credentials  |
| National Administrator Credential issued by the National Early Childhood Program Accreditation Commission (formerly issued through the National Child Care Association). |
| ChildCare Education Institute Director's Certificate.  |
| School Administrator Certificate issued by the Michigan Department of Education.   |

## Program Director

### General Job Description:

- Be a Christian example to others by talk and actions.
  - Encourage the spiritual growth of staff, students, and families; maintain positive relationships among children, teachers, parents, congregation and community.
- Be knowledgeable and ensure compliance of all Michigan Bureau of Child Care Licensing rules and regulations as well as St. Michael's Lutheran rules and regulations.
  - Develop and maintain a cooperative relationship with LARA appointed Licensing Representative; involve other staff as deemed necessary.
  - Shall be present in the center in the following manner:
    - At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.
  - Is responsible for the general management of the center, including the following minimum responsibilities:
    - Developing, implementing, and evaluating program and center policies.
    - Administering day-to-day operations, including being available to address parent, child, and staff issues.
    - Monitoring staff, including annual evaluations.
  - If absent from the center, the program director shall designate a child care staff member to be in charge (Either the Assistant Director or a Lead Teacher).
    - A substitute program director shall at least meet the qualifications of lead caregiver.
- Make sure all paperwork is up-to-date for each student & staff member.
- Collaborate with Assistant Director & Administrator to recommend annual budget considerations for ECC Board Approval.
- Be visible to our parents, students, families, and staff on a balanced time-frame before, during, and after the normal hours of school.
  - Answer phones/voicemail as necessary.
- Coordinate with the Assistant Director and Administrator to ensure that there is always one person available during hours of operation.
- Coordinate program fundraising opportunities and advertising events.
- Ensure all postings are current and Up-to-date for both families and staff. Approve vacation/sick time.
- Verify and produce credit card reports/vouchers.
- Organize, develop, and lead regular meetings for rooms, positions, etc. including the agenda for each meeting.
- Collaborate with the Administrator for hiring needs and recommendations for dismissal of employees.
- Work with ECC Board & Administrator to recommend updates, policies, and handbooks on an annual basis.

### Required Qualifications:

Be at least 21 years of age. Have earned a high school diploma or general equivalency diploma (GED). If not met by a central administrator, the program director shall have at least 2 semester hours or 3.0 CEUs in child care administration or have an administrative credential approved by the department. The program director may also use 30 hours of administrative training from MiRegistry to meet these requirements. Verification of the education, credentials, and experience of the program director must be kept on file at the center or made available online at MiRegistry. Early childhood program directors shall meet 1 of the following qualifications shown in the Table Below.

| Michigan LARA Early Childhood Program Director Qualifications |  |  |                     |
|---|--|--|---------------------|
|   | Education  | Coursework in Early Childhood Education or Child Development | Hours of Experience |
| A   | Bachelor's degree or higher in early childhood education or child development.   |  |                     |
| B   | Bachelor's degree or higher in a child-related field including →                 | 18 semester hours and →                                      | 480 hours           |
| C   | Montessori credential →  | 18 semester hours and →                                      | 480 hours           |
| D   | Associate's degree in early childhood education or child development including → | 18 semester hours and →                                      | 480 hours           |
| E   | Valid child development associate credential →                                   | 18 semester hours and →                                      | 960 hours           |

|   |                             |                         |             |
|---|-----------------------------|-------------------------|-------------|
| F | Sixty semester hours with → | 18 semester hours and → | 1,920 hours |
|---|-----------------------------|-------------------------|-------------|

## Assistant Director

### General Job Description:

- Be a Christian example to others by talk and actions.
  - Encourage the spiritual growth of staff, students, and families; maintain positive relationships among children, teachers, parents, congregation and community.
- Be knowledgeable and ensure compliance of all Michigan Bureau of Child Care Licensing rules and regulations as well as St. Michael's Lutheran rules and regulations.
- Call parents to account for all students not present for the day.
- Account for all lunch counts and communicate with school kitchen staff.
- Post billing statements and lunch bills to each child's account (Mondays), and process payments and balance to church (Fridays).
- Prepare tax forms for parents at the beginning of each year.
- Make sure all paperwork is up-to-date for each student, and assist classroom teachers in accurate record keeping.
- Assist teachers/classrooms as needed; arrange for staffing changes in collaboration with the Program Director. Be the go to fill-in for ECC rooms if needed and as time allows (according to work responsibilities and accrued weekly time).
- Purchase food and classroom supplies as needed with Program Director approval via classroom form.
- Monitor classroom and playground conditions to ensure safety and to reflect Christian environment.
- Collaborate with Program Director & Administrator to recommend annual budget considerations for ECC Board Approval.
- Meet with prospective preschool and childcare families and provide facility tours as able. Introduce Program Director and contact information as provided during orientation, and provide enrollment materials and paperwork to prospective families and communicate next steps for transition.
- Assist with program fundraising opportunities as directed by the Program Director for progress and completion of each fundraiser.
- Be visible to our parents, students, families, and staff on a balanced time-frame before, during, and after the normal hours of school.
  - Answer phones/voicemail as necessary.
- Coordinate with the Program Director and Administrator to ensure that there is always one person available during hours of operation.

### Required Qualifications:

Must be at least 21 years of age. Must have a Child Development Associate (CDA) credential or equivalent. Needs a minimum of 3 years experience working within a childcare setting. Shall pursue licensing hours and training needed to meet requirements. Verification of negative TB status is required within 1 year before employment or volunteering. Early childhood program assistant directors shall meet 1 of the following qualifications shown in the Table Below.

| Michigan LARA Early Childhood Assistant Director Qualifications |   |  |                     |
|---|---|--|---------------------|
|   | Education   | Coursework in Early Childhood Education or Child Development | Hours of Experience |
| A   | Bachelor's degree or higher in early childhood education, child development or child-related field. |  |                     |
| B   | Montessori credential →   |  | 480 hours           |
| C   | Associate's degree or higher in early childhood education or child development.                     |  |                     |
| D   | Valid child development associate credential →  |  | 480 hours           |
| E   | High school diploma or GED →  | 12 semester hours and →                                      | 960 hours           |
| F   | High school diploma or GED →  | 12 semester hours, 18 CEUs, or a combination to              | 1,920 hours         |

|   |                                 |  |             |
|---|---------------------------------|--|-------------|
|   |                                 | equal 180 clock hours →  |             |
| G | High school diploma or GED<br>→ | 6 semester hours, 9 CEUs,<br>or a combination to equal 90<br>clock hours with 3,840 hours<br>→ | 3,840 hours |

## Lead Teacher

### General Job Description:

- Be a Christian example to others by talk and actions.
- Be knowledgeable and ensure compliance of all Michigan Bureau of Child Care Licensing rules and regulations as well as St. Michael's Lutheran rules and regulations.
  - Work a minimum of 30 hours a week / 6 hours per day.
  - Oversee the weekly planning, daily implementation, and bi-yearly evaluation of the classroom program and child assessments.
  - Oversee child care staff members (Assistant Teachers) for a specific group of children and overall care and supervision of children.
  - Provide appropriate care and supervision of children at all times.
  - Shall act in a manner that is conducive to the welfare of children.
  - Shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities.
- Organize, enforce, and participate in a daily routine for children and staff (Assistant Teachers) that includes teaching, playing, and cleaning.
- Attend staff meetings and special functions of the ECC.
- Help in the administering of the program in the absence of the director.
- Work cooperatively with parents.
- Conduct parent-teacher conferences once a year.

### Required Qualifications:

Must be at least 19 years of age. Must have a Child Development Associate (CDA) credential or equivalent. Needs experience working with children in the assigned age group. Shall pursue licensing hours and training needed to meet requirements. Verification of negative TB status is required within 1 year before employment or volunteering. Early childhood Lead Teachers shall meet 1 of the following qualifications shown in the Table Below.

| Michigan LARA Early Childhood Lead Teacher Qualifications |   |   |                     |
|---|---|---|---------------------|
|   | Education   | Coursework in Early Childhood Education or Child Development            | Hours of Experience |
| A   | Bachelor's degree or higher in early childhood education, child development or child-related field. |   |                     |
| B   | Montessori credential →   |   | 480 hours           |
| C   | Associate's degree or higher in early childhood education or child development.                     |   |                     |
| D   | Valid child development associate credential →  |   | 480 hours           |
| E   | High school diploma or GED<br>→   | 12 semester hours and →   | 960 hours           |
| F   | High school diploma or GED<br>→   | 12 semester hours, 18 CEUs, or a combination to equal 180 clock hours → | 1,920 hours         |



|   |                                 |  |             |
|---|---------------------------------|--|-------------|
| G | High school diploma or GED<br>→ | 6 semester hours, 9 CEUs,<br>or a combination to equal 90<br>clock hours with 3,840 hours<br>→ | 3,840 hours |
|---|---------------------------------|--|-------------|

## Assistant Teacher

### General Job Description:

- Be a Christian example to others by talk and actions.
- Comply with Michigan Bureau of Child Care Licensing rules and regulations as well as St. Michael's Lutheran rules and regulations.
  - Carry out the activities of the day as directed by the lead teacher, schedule, and licensing rules.
    - Participate in a daily routine for children and staff that includes teaching, playing, and cleaning.
    - Model activities and behavior for children during all parts of the day.
  - Provide appropriate care and supervision of children at all times.
  - Shall act in a manner that is conducive to the welfare of children.
  - Shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities.
- Attend staff meetings and special functions of the ECC.
- Work cooperatively with parents and bring all parent concerns to the lead teacher when needed.

### Required Qualifications:

Shall be able to provide appropriate care and guidance of children at all times. Shall pursue licensing hours and training needed to meet requirements. Verification of negative TB status is required within 1 year before employment or volunteering.

## **Worker's Compensation**

All Childcare personnel are covered by worker's compensation.

## **Pay, Benefits, and Paid Vacation**

Payday is every other Friday. Retirement and disability insurance will be paid once a teacher is working 30 or more hours a week, nine or more months each year. Typically, this starts at the beginning of the second year of work. Lead teachers that work 40 hours per week will receive 40 hours of paid vacation. Assistant teachers that work 40 hours per week will receive 40 hours of paid vacation period vacation time does not accrue from year to year. A bonus is given to staff, each year, based on evaluation scores. A score of + overall will result in a \$100 bonus. A score of ✓ overall will result in a \$50 bonus. A score of - overall will result in no bonus.

| Position          | Pay Scale    |                   | Estimated Annual Wage |
|-------------------|--------------|-------------------|-----------------------|
|                   | Pay Per Hour | Time Worked       |                       |
| LEAD TEACHER      | \$10.85      | Less Than 90 Days | \$21,700.00           |
| LEAD TEACHER      | \$11.35      | 90 Days - 1 Year  | \$22,700.00           |
| LEAD TEACHER      | \$11.85      | 1 - 3 Years       | \$23,700.00           |
| LEAD TEACHER      | \$12.35      | 3 - 5 Years       | \$24,700.00           |
| LEAD TEACHER      | \$13.23      | 5+ Years          | \$26,460.00           |
| ASSISTANT TEACHER | \$10.10      | Less Than 90 Days | \$20,200              |
| ASSISTANT TEACHER | \$10.60      | 90 Days - 1 Year  | \$21,200              |
| ASSISTANT TEACHER | \$11.10      | 1 - 3 Years       | \$22,200              |

|                   |         |             |          |
|-------------------|---------|-------------|----------|
| ASSISTANT TEACHER | \$11.60 | 3 - 5 Years | \$23,200 |
| ASSISTANT TEACHER | \$12.10 | 5+ Years    | \$24,200 |

## **Mandatory Training Hours in Child Development**

Training hours in the form of conferences, workshops, classes, staff meetings, etc. is **mandatory**. 24 hours of training are needed per year, per GSQ policy. CPR/first aid certification is required every other year. Blood borne pathogens and safe sleep/shaken baby training is required in the first three months of employment. Lead teachers will also need to have the required education to maintain their position, as per licensing. If required training hours are not met, employment with St. Michael's ECC will be terminated, per the State of Michigan Child Care Licensing Bureau.

## **Progressive Discipline Procedure**

Employees who violate any of the company policies will be disciplined fairly, consistently, and in proportion to the seriousness of the circumstances. This may include disciplinary action up to and including discharge from employment, even for the first events, if sufficiently serious or to prevent further violations.

No list of rules can include all instances of conduct that can result in discipline, in the examples below do not replace sound judgment or common-sense behavior.

- It is vital that all employees respect and follow the direction of the center's chain of command that is listed below.
- Refuses to comply with the reasonable direction of those in authority.
- Makes a statement or remark, which is not the result of an error in judgment, under the circumstances which damage or tend to damage the authority or the center's reputation.

The chain of command is as follows:

Childcare/Preschool Board  
 Administrator & Center Director  
 Center Assistant Director  
 Lead Teacher  
 Assistant Teacher

Those that are found in violation will be reprimanded in the following manner:

1. Verbal reprimand- by assistant director or director and noted for employee file
2. Written reprimand by director-signed by employee
3. Suspension as stipulated in meeting with the Childcare/Preschool Board
4. Expulsion from employment

## **Cell Phone/ Personal Pictures of Children/ Social Media Use**

Cell phones are to be kept in your purse or vehicle. If someone needs to contact you in an emergency, please give them the center phone number. Cell phones distract teachers from supervising the children. Taking pictures of the children for personal use is also prohibited. Parents have given permission for pictures of their children to be used in the center on projects, presentations, and outreach. Interactions on any social media outlet (Facebook, Instagram, Snapchat, etc.) with parents, regarding the Childcare center, its children, employees, and activities are prohibited by all non-administrative personnel.

Violations of this policy will result in the following consequences:

1. Written warning placed in personal file
2. Three days off without pay
3. Termination

While St. Michael's ECC may attempt to match this disciplinary action with the seriousness of the misconduct, each act of misconduct will be evaluated individually. Because of this, St Michaels ECC reserves the right to use any disciplinary action or combination of actions, including expulsion, to address any act of misconduct.

St. Michaels ECC does not promise that verbal or written reprimands will come before more serious disciplinary actions.

## **Conflict Management in the Workplace**

It is inevitable that conflict will occur amongst personnel at times while you work. When conflict occurs, please follow the steps below:

1. Maintain confidentiality and talk to the person with whom you are having a conflict.
2. If you are an assistant teacher, talk to a lead teacher in your classroom about the conflict and ask them for ideas on how to resolve the problem.
3. Talk to the director about the problem and try the ideas given on how to solve the problem.
4. Ask the director to call a meeting between you and the teacher you are having conflict with. During the meeting, concerns in solutions will be shared. You and the other teacher will need to work on the solutions given. A member of the childcare board will attend as a liaison, if needed.
5. Conflict still cannot be resolved, you may move to a different classroom if one is available and you have the training needed or you may need to find different employment.

## **Confidentiality**

It is important that all staff members maintain the confidentiality standards of St. Michael's, the organization, its employees, and families. It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director. Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to the Disciplinary Procedure. Staff should also be careful in discussing details of the center operation, particularly problem areas, with others in public. Personal information should never be used for personal purposes.

## **Policy on Drug and Alcohol Use**

St. Michael's ECC is committed to and supports an alcohol and drug free workplace. Therefore, the possession or consumption of alcoholic beverages in St. Michael's facilities or on St. Michael's property during work is prohibited. Likewise, the possession, sale or use of illegal drugs or abuse of prescription drugs on St. Michael's property or in the conduct of St. Michael's business is also prohibited. Personnel reporting to work at any time under the influence of alcohol or illegal drugs will be subject to appropriate administrative or disciplinary action. St. Michael's will attempt to keep personnel aware of the dangers of drug and alcohol abuse, and the availability of counseling and rehabilitation programs.

## **Smoking Policy**

The Child Care Organizations Act (1973 PA 116) and the licensing rules define smoking and when and where it is prohibited. All child care facilities must assure that employees, volunteers, parents, and visitors comply with the act and these rules. Scientific evidence has linked respiratory health risks to secondhand smoke. Infants and young children exposed to secondhand smoke are at risk of developing bronchitis, pneumonia and middle-ear infections when common respiratory infections occur. Secondhand smoke may also increase the risk of infant death.

## **Employee Breastfeeding/Milk Expression Policy**

Breastfeeding mothers, employed by St. Michael's ECC, will be given three unpaid breaks of 40 minutes each in order to express their breastmilk, until their child is one year of age. A dedicated room is provided, to allow the mother space and privacy while expressing breastmilk. When an employed mother wishes to use one of these breaks, she must first report to the assistant director or director to ensure proper coverage of the room they will be leaving. Once coverage has been found and provided, the mother may clock out and go to the dedicated breastfeeding room.

## **Dress Code**

Childcare personnel will wear attire that is suitable for their line of work. Dresses, skirts, capris, pants, and jeans are appropriate. Pants or jeans with holes, frays, or stains are not permitted. Shorts are appropriate in the summer, but shorts must reach or be past mid-thigh when standing. Shirts are provided by St. Michael's ECC. If personnel wish to purchase extra shirts, they may do so for a cost of \$10 per shirt. Any visible tattoos or piercings must be child appropriate and not contain nudity, vulgar language, or symbols that go against our Mission. Personnel that do not adhere to this dress code may result in receiving disciplinary action and/or dismissal.

## **Pets**

Childcare personnel and children may bring animals to the center for show and tell. Animals will be shared outside and those children that may be allergic will stay inside the center. Animals will not be permitted inside the center and must be brought home after they have been shown. The few exceptions to this are as follows:

- Service animals
- An approved class or office pet that lives in a tank



## **Supervision of Children**

Teachers acting as caregivers have the responsibility to meet the basic needs of each individual child and to assure their safety and wellbeing. Providing appropriate care and supervision of all children involves:

- maintaining required caregiver to child ratios and group size
- providing a program that meets the developmental needs of all children in care in scheduled classroom
- interacting with children in a positive manner
- knowing what activities all children are engaged in
- knowing the whereabouts of each child at all times
- being close enough to children to provide for their safety
- interacting with children more than other personnel

## **Outdoor Supervision**

As directed by state licensing regulations, it is our policy to take all children outside every day, weather permitting. If a child or personnel is well enough to be at the center, they are well enough to go outside. All children will be taken outdoors when the actual temperature and/or wind chill is above 20 degrees. On extremely hot or cold days children will not be expected to stay outside for long durations of time if they show signs of being uncomfortable.

- Safety is our number one priority! When there are two or more adults outside, spread out to different areas of the playground. Take charge of all the children in your area whether part of your inside age group or not. If a child has a special request, check with primary teachers to be sure it wasn't already denied. If you leave the playground with the child from the other classroom, notify their lead teacher. All children entering the building must have adult supervision.

Equipment: Be sure that the appropriate age children are on each toy. Be sure that each piece of equipment is used in its intended manner, stay with the supervising childcare personnel, and play on the age-appropriate playground.

## **Snacks and Meals**

All scheduled teachers will sit with their children during meals and snacks. Teachers will assist the children in serving themselves. Tables, highchairs, and counters will be washed before and after meals by teachers. Cabinets and refrigerators will be kept neat and sanitary. All food will be labeled and stored in plastic, glass, or metal containers. Perishables will be dated when opened.

## **Child Relations**

Childcare personnel will show a Christian, caring, positive, attitude to all children within the center. The safety of the children will be the first and foremost concern. Childcare personnel will use a soft, calm, and caring voice when speaking to the children. Childcare personnel will strive for consistency. A positive relationship will be nurtured by placing self at the child level with expectations of guidance for the children.

## **Parent Relations**

Positive parent relations will be developed through daily contact, daily journal logs, parent teacher conferences, and weekly center newsletters. All accidents/injuries will be reported to the parents in writing an accident report form. Parents

will also be notified in writing if their child was involved in an incident with another child and did not get hurt. Childcare personnel are required to record all accidents, injuries, and medications administered on the proper forms.

## **Grievance Procedure**

Grievances shall be brought in writing to the Director. If the grievance cannot be resolved, it will then be presented in writing to the Childcare/Preschool Board. The board shall mediate the grievance.

## **Personnel Evaluations**

Personal evaluations will be conducted annually. The results will be discussed privately between each teacher and the Director. Improvement goals will be set during this discussion, and a copy of the evaluation and goals will be signed by the Director and placed in the teacher's file. Pay increases will be awarded upon approval of the congregation for hourly workers.

## **Reasons for Misbehavior**

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

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules and is held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

## **Discipline Policy for Children**

Discipline is a learning process for all children. Child Care rules are in place so that children will be able to coexist in a safe, orderly environment. The Child Care rules are always clear and consistent for the children based on the age of the child. When a child needs correction, the childcare personnel will follow these steps:

1. a friendly, yet firm reminder
2. another reminder
3. redirect the child to another activity
4. direct the child to sit alone doing a different individual activity for a short period of time until able to regain self-control and can once again play safely with others
5. talk to other childcare personnel in the room
6. talk to the Director
7. call the parent and have the child go home for the day or a longer period if the behavior is interfering with the safety of the other children or child care personnel and the learning environment.

When the offense involves another child, a teacher or assistant will guide the two children involved to talk through the problem using their words, instead of their hands. We encourage talking things out and modeling for the children how Jesus would like us to show Christian love and concern for our fellow classmates. Good communication between child care personnel and parents helps to make the total area of discipline a positive, beneficial experience. If a child physically hurts another child, the parent must receive an incident report that explains what happened and how childcare personnel handled the situation. Please guide the child to understand the consequences of their choices and how their choices affect others.

**Child Care Personnel will be prohibited from using the following as a means of punishment:**

- **Hitting, spanking, shaking, biting, pinching, or inflicting other forms of punishment.**
- **Restricting a child's movement by binding or tying him or her.**
- **Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.**
- **Depriving a child of meals, snacks, rest, or necessary toilet use.**
- **Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.**

## **Child Abuse and Neglect**

At. St. Michael's staff members are mandatory child abuse reporters.

If you suspect abuse or neglect, call **855-444-3911** any time day or night. This toll-free phone number allows you to report abuse or neglect of any child or adult. Staff members may directly report suspected incidents of child abuse or neglect to Michigan Department of Health and Human Services and will complete all necessary paperwork. The staff member should inform the Director of the report and together decide whether or not to inform the parents of the report.

If a St. Michael's Childcare staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is a reasonable cause, a report must be made to the Department of Health and Human services (DHHS). St. Michael's will cooperate with the DHHS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

## **Biting Policy**

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

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water; a cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

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

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
  - Was the space too crowded?
  - Were there too few toys?
  - Was there too little to do or too much waiting?
  - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The Lead Teacher, parent, and Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office. Our goal is to end the biting behavior. However, in the case of a rare circumstance, if biting continues once all avenues have been explored, a family may be asked to leave the center if we are unable to provide the environment that best fits their needs while keeping everyone safe.

## **Activity Plans and Field Trips**

Activities for the children will be based on stated curriculum areas and goals. They will take into consideration the children's skill level. Curriculum activities will also reflect a respect and valuing of the children's culture who are enrolled at the center. Concrete materials and manipulatives will be used. Worksheets and coloring pages are not a part of our program. Our program includes Bible stories, songs, prayers, art projects and fingerplay that reflect basic Christian beliefs. Christian pictures and bulletin boards will be displayed in the center. Christian materials such as books, puzzles, and games are also available for children's use. We emphasize the religious aspects of holidays rather than the secular aspects. We emphasize the Savior's birthday at Christmas and his death and resurrection at Easter.

Weekly activity plans will be completed at least one week in advance and will be reviewed by the director as needed. These plans will be posted in the classroom. Field trips will be planned by the Lead teachers and approved by the Director. Written plans of the trip will be given to parents one week in advance in the weekly center newsletter. A permission slip will be sent home at least one week in advance. A first aid kit, permission slips, and child info cards will be taken on each trip.

## Handwashing

Handwashing has been proven to be one of the most effective means to reduce the spread of germs and diseases. Thus, childcare personnel and children will be taught proper and effective handwashing procedures. Frequent hand washing will be done by all children and childcare personnel of this childcare facility.

Handwashing Procedures:

1. Turn the faucets on – adjust water temperature.
2. Wet hands and apply soap.
3. Using friction on hands, making lather, pointing fingers down.
4. Wash top, palm, and all four sides on your fingers for 20 seconds.
5. Rinse hands – allowing the water to run off your fingertips.
6. Take a paper towel(s) and thoroughly dry your hands.
7. Use the paper towel(s) to turn off faucets – dispose of the paper towel(s).

## Daily Health Check

Child Care personnel will examine each child daily at the time of arrival at the center for signs of illness. Children showing signs of illness or lice will not be allowed to remain at the center. Teachers will examine cuts, scratches and under bandages. Parents are encouraged to tell teachers if the child had any out of the ordinary events the night before (i.e. being up late).

## Sick Child and Child Care Personnel Policy

At St. Michael's, we want to help all children and childcare personnel achieve and maintain a good state of health. Therefore, we request parent's cooperation and compliance with the following health policy.

If the child or childcare worker displays any of the following symptoms, they will be sent home:

1. a temperature of 100 degrees or higher, without medication, within the past 24 hours
2. diarrhea or vomiting within the past 24 hours
3. an undiagnosed rash.  
A doctor's note is required before returning to childcare.
4. eye infections (conjunctivitis or pink eye) with or without discharge.  
A doctor's note is required for your child to return to childcare.
5. diagnosed ear or throat infections  
(24 hours of antibiotics required before return)
6. severe cold or bronchitis with sneezing, nasal drainage, hoarseness, or coughing
7. any contagious disease or condition (measles, mumps, chicken pox, scarlet fever, whooping cough, head lice, fifth disease, etc.). If your child is exposed to or develops a contagious disease, please inform the director so that we can inform other parents.

## Health Alerts

Childcare personnel will write down comments on the child's health, or health changes, on brightwheel. Childcare personnel may also make courtesy calls to parents when the child is displaying symptoms that an illness may be developing.

## Medication

Prescription and Over-the-Counter medication may be administered at the Center.

- Prescription medication must be brought in the original container provided by the pharmacy with the child's name, pharmacy label, and original directions clearly marked.
- Over-the-Counter medication must be brought in the original medication container. The expiration date must not be expired. Dosage instructions must be exactly the same as on the medication label.
- Parents must complete and sign a medication form when they drop off the child. If this form is not signed, the medication will not be given.
- Make sure to give all medications to the child care personnel at drop off. Do not leave medication in the child's backpack.
- Because some children may experience a reaction to medications, we ask that the parent administer all first doses of a medicine at least 12 hours before the child attends the center.
- The teacher to whom the child is assigned will see that all necessary forms are completed, administer the medication, and record dosage of medication given to the child. Volunteers will not dispense medications.



## Center Maintenance and Cleaning Responsibilities

Childcare personnel will jointly share the maintenance at the center. It is to be kept safe, clean, and in an orderly manner. Children will be encouraged to keep rooms neat and tidy. Highchairs, changing tables, and counters will be washed with bleach/water after each use. Floors will be swept after eating and other messy projects. Shelves will be straightened and dusted as needed. Cubbies and chairs will be washed weekly. All plastic toys will be rinsed with bleach/water daily in the infant/toddler/ones&twos room and once a week in the preschool room. Cots and cribs will be wiped down weekly with bleach/water. At the end of each day, all vinyl and floor tiles will be mopped, sinks and toilets cleaned/disinfected, and toilet tissue/paper towel replaced as needed. Trash will be taken out to the dumpster. Any damage, repairs, or cleaning supplies needed to be reported to the director in writing.

Daily cleaning duties will be assigned to all childcare personnel and will be rotated each week. **The majority of these cleaning tasks must be completed during the children's rest time.** This prevents housekeeping activities from taking away from the childcare personnel's interaction with the children, allows for better supervision of the children, and prevents the closers and openers from needing to do all the cleaning at the end or beginning of their shift.

Routine classroom cleaning should be done to remove dirt and grime from surfaces. Sanitizing removes dirt or filth and small amounts of germs. Disinfecting after cleaning is to kill germs on a surface.

## Compliance with Handbook and Licensing Regulations

Licensing regulations have been discussed at length. Ratios, safety, supervision, sleeping, eating, positive discipline, positive language, safe sleep, shaken baby, and other required trainings have been covered. Staff understand any action on their part that violates licensing regulations could result in immediate termination. St. Michael's policies and procedures, classroom duties, staff expectations on interaction and communication with children, families and co-workers has been discussed at length. Staff understand that any action on their part that violates school/childcare policies can result in immediate termination. If you have any questions, need clarification of a regulation or policy, or do not understand the information we have covered, please ask questions so we can make sure you are comfortable with the policies and procedures.

## Closing Statement

Welcome to the St. Michael's ECC Family. We are glad you have joined us and we hope you find your work fulfilling and fun at the same time.



# St. Michael's Community Child Care and Preschool Personnel Handbook Documentation

I have received the following information through St. Michael's Community Child Care and Preschool New Hire Orientation and also by means of the St Michael's Community Child Care and Preschool Personnel Handbook.

This information covered the following:

- St. Michael's Mission Statement
- St. Michael's Childcare Statement of Purpose
- St. Michael's Childcare Philosophy
- General Center Information
- Job Description to my position
- Required TB examination
- Required Background Check/Fingerprinting
- Compliance of Licensing Standards
- Performance Evaluations
- Continuing Education Hours
- Attendance/Tardiness/Absence policy
- Payday
- Wage and Salary
- Discipline and Termination Procedures
- Professionalism
- Worker Conduct/Guidelines
- Appearance and Grooming Policy
- Guidelines for appropriate Christian conduct on or off the job
- Cell Phone Use
- Alcohol, Drug, and Smoking Policies
- Required Training through Michigan Department of Health and Human Services

I certify that I received in writing and/or training all of the above items.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **St. Michael's ECC Cell Phone Policy**

Cell phones are not permitted in any of the program rooms with the exception of the Director or Assistant Director. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while staff members are clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break.

It is expected that when leaving the center for any reason (walk, field trip, etc.) one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform both the Lead Teacher and Director of the situation. In this case, cell phones must be set to vibrate. Calls may be answered after a substitute has arrived to replace the staff member, and outside of the classroom. Ratios must be maintained at all times.

I understand the above cell phone policy and that use is not permitted in the classroom during my work hours. I understand that using my cell phone while in the room without prior permission will result in disciplinary action as follows:

- 1<sup>st</sup> offense – verbal warning
- 2<sup>nd</sup> offense – written warning
- 3<sup>rd</sup> offense – termination

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_