



Policies & Procedures

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ADMINISTRATIVE POLICIES & PROCEDURES

STAFF:

Learning Tree Childcare Center is committed to providing quality staff members to care for our center's children.

Positions available at Learning Tree Childcare Center will include (but are not limited to): Director/Center Coordinator, Lead Teacher, Teacher, Assistant Teacher, Floater/Sub, Cook.

Learning Tree Childcare Center will solicit applications for available positions via Facebook, NCWORKS, & local newspaper advertising.

All applicants will be screened by the owner / director for work history, child care experience and education. All applicants must be above the age of 16 and have no criminal history.

Select applicants will be granted an interview. During the interview applicants will be questioned regarding their child care experience, education, views on child care, and desire to work in the child care field. Applicant will also be questioned regarding their willingness to receive and take further childcare education classes.

After the interview, any person offered a position will receive an offer letter to sign and return.

All staff must undergo a state background check with fingerprinting.

All staff must be take a TB test before working in the center.

All new teachers must either possess their Early Childcare Credentials or enroll in the class at a state community college.

All new teachers must possess or take classes to be certified in Adult/Child/Infant CPR and 1st AID by a state approved program.

All staff will receive in-service and annual training documented and kept on-file.

Payroll Policies & Procedures:

Learning Tree Childcare Center will run payroll on a bi-weekly basis. The work week runs from Sunday-Saturday. Paydays will be on Mondays. All positions except for the Director/Center Coordinator position will be hourly positions. Compensatory time will be given in lieu of overtime. It is the intention of the center for no staff to be working over 40 hours a week. If a staff works over 40 hours they will receive 1.5 hours of comp time for each hour worked over 40. Comp time must be taken within 30 days and cannot accrue more than 10 hours. The Director/Center Coordinator position will be a salary position requiring a work week of 40-50 hours per week.

Operational & Fiscal Management:

Learning Tree Childcare Center is committed to following all state childcare center policies and recommendations regarding staff training and education, building, safety, and health inspections. Operation and Financial Policies are outlined in the Parent Handbook and available for review in the center's parent information area as well as posted on the center website.

All financial and accounting matters will be handled by the center owner, Heather Resendiz in accordance with approved accounting practices. Parents are encouraged to pay online through the Brightwheel application. Check or money orders will be accepted at the center by the owner or director only. All payments will be issued a receipt. The owner will count, apply payments and deposit funds on a daily basis.

Parent Involvement:

Learning Tree Childcare Center encourages parental involvement. Each parent will be informed of our Parent Participation Plan that includes procedures for enrolling children, pre-enrollment family visits to the center, introduction and enrollment in the Brightwheel application that allows parents to communicate daily with their child's classroom, information on how to schedule a conference with the owner/director and teachers in the case of a concern, and how to obtain information regarding questions or needed information. This plan will be discussed with all

parents during enrollment, available in the center parent area, and posted on the center website.

Learning Tree will offer quarterly parent nights at the center for families to attend with their child. Parents will be invited to the monthly birthday celebration if their child has a birthday during that month. Other events will be scheduled for parent/child participation and the parents will be invited to attend in a timely manner.

Daily & Weekly Cleaning & Sanitation:

Daily cleaning will occur in all classrooms including the following:

Clean & Sanitize Tables

Clean & Sanitize Bathrooms

Clean & Sanitize Sinks

Sweep, Mop, & Vacuum Floor / Carpet Areas

Trash changed daily.

Weekly cleaning will include:

Full cleaning of entire center including parent area, teacher resource area, office areas, playground areas and classrooms.

All floors and carpet areas to be cleaned and sanitized.

Baseboards wiped and cleaned.

Bathrooms deep cleaned.

All cots, cribs, blankets and linens cleaned, washed, and sanitized.

All cubbies wiped down and sanitized.

Porch & Parking Lot cleaned.

Kitchen cleaning will include daily:

Washing & sanitizing all dishes.

Drying & storage of all dishes.

All food prep surfaces to be cleaned and sanitized.

Sinks to be cleaned, sanitized, and dried.

All food to be properly stored or disposed of.

Trash taken out.

Floors swept and mopped.

Staff & Program Evaluations:

Learning Tree Childcare Center and Staff will operate in accordance with all state childcare rules and regulations.

All staff will create a Staff Development Plan that is kept in their file and receive an annual performance evaluation. Evaluations on staff and the center director/coordinator will be conducted by the owner.

Each staff member and parent will be asked to complete a survey annually evaluating the center and giving thoughts and suggestions on improvements that could be made.

A suggestion box will be available for parents to make recommendations about the center.

ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE OWNER. PARENTS AND STAFF WILL BE NOTIFIED THROUGH THE BRIGHTWHEEL APP AND ON THE CENTER WEBSITE. NOTICE OF CHANGES WILL BE POSTED IN THE CENTER PARENT AREA.