



Employee Handbook

2025-2026

“Where everyone is treated like family!”

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DCY License Number- 22500031714

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***Please retain for use during school year**

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Dear New Team Member,

Welcome to Little Loves Learning Center!

I am so happy to have you as part of our preschool work family! It has been a dream of mine, for many years, to open my own preschool. I am so pleased that you are going to be part of my team. It is my goal, and promise, to provide each child in our care with a safe and loving environment to learn and develop. Along with the curriculum, we strive to enrich all aspects of the child's development as well as his or her love of God and to teach them the love that He has for them. Along with providing the children with the best education possible, I plan to provide my team with the proper training and support they need to develop and grow as an educator.

Little Loves Learning Center is a private, church-based preschool that is a Mission of the Salem Nazarene Center, as well as an outreach to serve Salem and the surrounding areas.. Our preschool began in September of 2020 and is overseen by Stacy Corll, owner, and administrator, as well as the Preschool Board, which is made up of the owner, co-owner, director designee, church members, and the current pastor.

The day-to-day facilitating, classroom staffing, and staff relations are upheld by the administrator. The current pastor of the Salem Nazarene Center, Pastor Matt Doerle, is available for consulting and conferencing with all staff members. All tuition and registration paperwork are the full responsibility of the administrator. All bookkeeping is the responsibility of the administrator.

I have prepared this Handbook to provide you with information about our policies, rules, and present benefits. Please set aside some time to become familiar with this handbook. It will be extremely helpful in answering many questions that may arise. If you are unable to find an answer to your question in this handbook, or if you are unsure of a specific policy or procedure, please feel free to see the administrator or director designee and they will be happy to answer any and all questions you may have.

Little Loves Learning Center accepts all children regardless of race, color, religion, sex, or national origin.

My door is always open, please do not hesitate to come to me with any question, comments or concerns you may have. I feel that communication between the staff and administrator is vital to you having a special and meaningful experience as a team member at Little Loves Learning Center. You may contact me on my personal cell phone at 330-383-5913.

I strive to create a staff that is not only my employees, but we ultimately become a work family.

Sincerely,

A handwritten signature in cursive script that reads "Stacy N. Corll".

Stacy N. Corll
Little Loves Learning Center Owner/Administrator

LITTLE LOVES LEARNING CENTER



CALENDAR

2025-2026



AUG

18th- Staff Meeting 12pm
22nd- Parent Orientation 6 pm
23rd- Mrs. Cindy's Birthday

NOV

12th- Community Take-Out
Supper 4-6pm
24th- Tiny Hive Thanksgiving Party
25th- Tiny Jungle Thanksgiving
Party
25th- Parent Teacher
Conferences
26th- 28th- Thanksgiving Break

FEB

4th- Tiny Hive Giant Eagle Field Trip
7th- Valentine Dinner
12th- Tiny Jungle Valentine Party
13th- Tiny Hive Valentine Party
16th- NO SCHOOL Presidents Day
26th- Tiny Jungle Donuts with Daddy
27th- Tiny Hive Donuts with Daddy
28th- Mrs. Corll's Birthday

MAY

7th- Tiny Jungle Muffins with Mommy
8th- Tiny Hive Muffins with Mommy
11th- Open House 5-7
13th- Community Take-Out Supper 4-
6pm
20th- Tiny Hive Last Day & Beach Party
21st- Tiny Jungle Last Day & Beach
Party
21st- Graduation & End of the Year
Program 6pm

SEP

2nd- Tiny Jungle 1st Day
3rd- Tiny Hive 1st Day
10th- Community Take-Out
Supper 4-6pm
15th- 19th- Anniversary Week
(Spirit Week)
16th- Ribbon Cutting~ NO
SCHOOL

DEC

1st- School Resumes
6th- Parents Night Out
14th- Mrs. Jenn's Birthday
15th- 19th- Spirit Week
18th- Tiny Jungle Christmas Party
19th- Tiny Hive Christmas Party
19th- Christmas Program 6pm
22nd- Jan 2nd- Christmas Break

MAR

2nd-6th- Read Across America (Spirit
Week)
4th- Community Take-Out Supper 4-
6pm
12th- Parent Teacher Conferences
13th- NO SCHOOL In-service
14th- Preschool Prom 4-6 pm
31st- Family Steam Night

LIBRARY VISITS

Tiny Jungle

9/11 ~ 10:30 am
10/9 ~ 10:30 am
11/13 ~ 10:30 am
12/11 ~ 10:30 am
1/15 ~ 10:30 am
2/12 ~ 10:30 am
3/12 ~ 9:00 am
4/9 ~ No Visit
5/14 ~ 10:30 am

Tiny Hive

9/12 ~ 9:30 am
10/10 ~ 9:30 am
11/14 ~ 9:30 am
12/12 ~ 9:30 am
1/16 ~ 9:30 am
2/13 ~ 9:30 am
3/6 ~ 9:30 am
4/10 ~ No Visit
5/15 ~ 9:30 am

OCT

2nd- Tiny Jungle Cupcakes with
Grandparents
3rd- Tiny Hive Cupcakes with
Grandparents
20th- Tiny Hive Fall Pictures
21st- Tiny Jungle Fall Pictures
24th- NO SCHOOL In-service
30th- Tiny Jungle Fall Party
31st- Tiny Hive Fall Party
31st- Trunk-OR-Treat

JAN

5th- School Resumes
7th- Community Take-Out
Supper 4-6pm
26th- 30th- Kindness Week
(Spirit Week)

APR

1st- Tiny Hive Easter Party
2nd- Tiny Jungle Easter Party
3rd- 6th- NO SCHOOL Easter Break
7th- 10th- Week of the Young Child
(Spirit Week)
12th- Preschool Sunday
13th- Open House 5-7
16th- Tiny Jungle Spring Pictures
17th- Tiny Hive Spring Pictures

BOOK VAN VISITS

Tiny Jungle

9/30 ~ 10:30 am
10/14 & 10/28 ~ 10:30 am
11/11 & 11/25 ~ 10:30 am
12/9 ~ 10:30 am
1/6 & 1/20 ~ 10:30 am
2/3 & 2/17 ~ 10:30 am
3/3 & 3/17 & 3/31 ~ 10:30 am
4/1 & 4/15 & 4/28 ~ 10:30 am

Tiny Hive

9/17 & 10/1 ~ 11:00am
10/15 & 10/29 ~ 11:00 am
11/11 ~ 11:00 am
12/10 ~ 11:00 am
1/7 & 1/21 ~ 11:00 am
2/18 ~ 11:00 am
3/4 & 3/18 ~ 11:00 am
4/1 & 4/15 & 4/29 ~ 11:00 am

2025-2026 FIELD TRIPS

~Woolf Farms (Apple Orchard)- September 19th 9:30 am
~Catalpa Grove Farm (Pumpkin Patch)- October 17th 9:30 am
~Salem Fire Department- November 7th 9:30 am
~Salem Giant Eagle- (TINY HIVE ONLY) February 4th 9:00 am
~Salem Public Library- April 10th 9:30 am
~OH Wow- May 1st 10:00 am

Our Vision

Our Little Loves bloom where love and faith are rooted.

Our Mission and Philosophy

Little Loves Learning Center exists to provide a loving, safe, Christian-based educational environment for all children two years seven months- five years old. It is our mission to provide an educational experience through play while providing developmentally appropriate activities. We strive to foster each child's social/emotional, cognitive, physical, creative, and spiritual development. It is our goal to nurture each child's love of God and a lifelong love of learning. When your children walk in our doors they become our children and that is how they will be treated. This is your child's home away from home.

Ownership

Little Loves Learning Center is owned and operated by Stacy & Ben Corll. It is a mission of the Salem Nazarene Center. It is a self-funded program that is run solely on tuition, registration fees and personal donations.

Preschool Board

Little Loves Learning Center Preschool Board is made up of members of the Preschool leadership team, and members of the Salem Nazarene Center. These members include Stacy Corll-Owner, Ben Corll-Co-Owner/Chairperson, Cindy Emmerling-Director Designer, Matt Doerle-Pastor, Debbie Doerle, Janet McLaughlin, Jennfer Everhart, and Sid Everhart

POLICIES AND PROCEDURES

At Will Employment

This handbook was prepared to provide you with information and guidelines. It is not, however, a contract of employment between Little Loves Learning Center and you, as the employee. Since Ohio is an at-will employee state, you are not under contract for employment. This means, employment with Little Loves Learning Center is not a definite term. Little Loves Learning Center may terminate employment at any time, with proper documentation. You may also terminate your employment at any time, for any reason.

Statement of Policy

Little Loves Learning Center strives for each employee to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, or training based on qualifications without regard to race, age, handicap, color, creed, sex, national origin, or sexual orientation.

Little Loves Learning Center guarantees fair treatment of all employees. Little Loves Learning Center strives to maintain a work environment in which all staff are free from harassment, and expressly prohibits any form of unlawful harassment of employees on race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or the presence of handicaps or disabilities. With this being said, all employees must be physically able to safely supervise and teach young children.

Equal Employment Opportunity

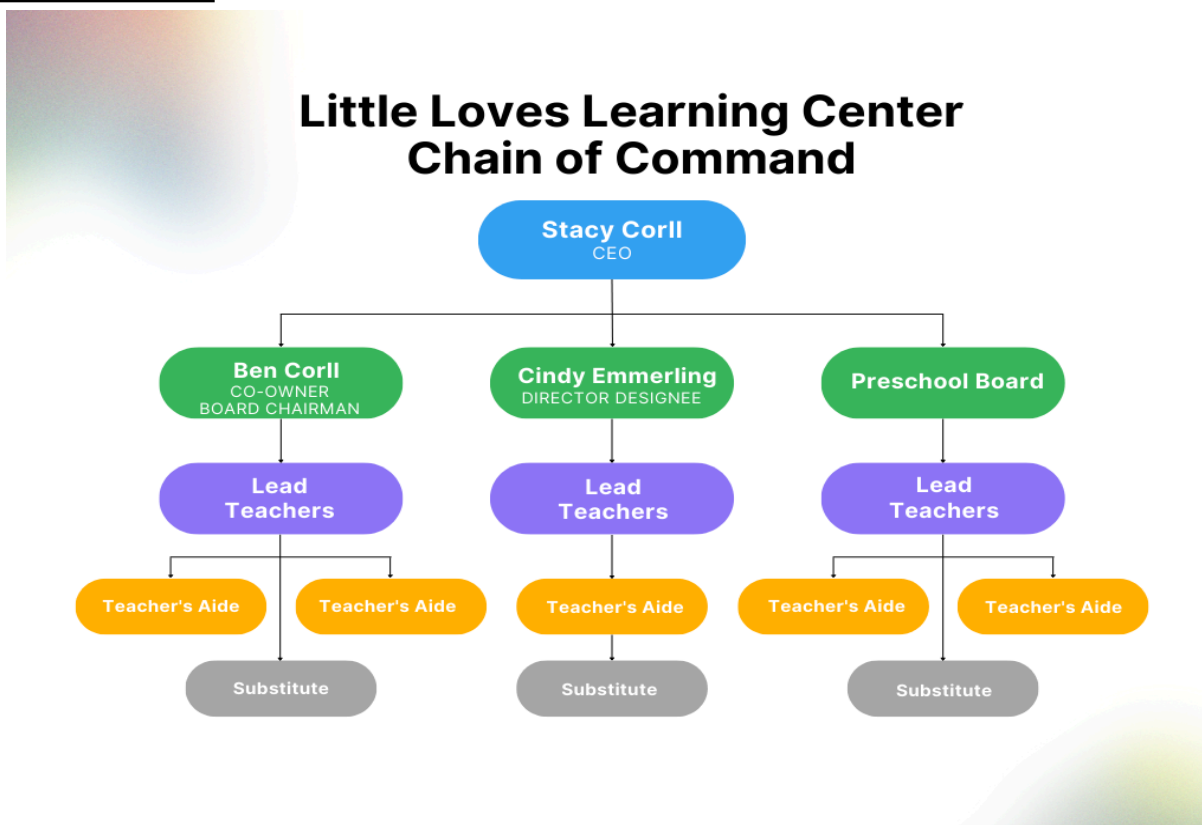
To provide equal employment and advancement opportunities to all individuals, employment decisions at Little Loves Learning Center will be based on merit, qualification, and ability. Little Loves Learning

Center does not discriminate in employment opportunities or practices based on race, color, religion, gender, national origin, age, sexual orientation, physical disability or other characteristics protected by law.

The policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the administrator and or the Preschool Board. Employees may raise concerns and may make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful acts and/or discrimination will be subject to disciplinary action, up to and including termination of employment with Little Loves Learning Center.

Chain of Command



State Ratios Guidelines

<u>Staff to Child</u>	<u>Maximum Group Size</u>	<u>Category</u>	<u>Age of Children</u>
1:12	24	Preschoolers	3 years- 4 years
1:14	28	Preschoolers	4 year until age eligible for kindergarten

(Appendix A to Rule 5101:2-12-18 (10/2021))

Little Loves Learning Center Ratio Guidelines

<u>Staff to Child</u>	<u>Maximum Group Size</u>	<u>Category</u>	<u>Age of Children</u>
1:8	20	Preschoolers	3 years- 4 years
1:8	24	Preschoolers	4 year until age eligible for kindergarten

Confidentiality Policy

Due to the sensitive nature of information that you as an Administrator, Director Designee, Lead Teacher, Teacher's-Aid, and Substitute will know, it is imperative that you keep sensitive information confidential. Any information about children and/or their families must be shared on a "**Need to Know**" basis only. This means, information about a child and his/her family is confidential and should **not** be discussed outside the preschool setting. This includes off premise discussions and/or conversations. Any questions of major concerns should be forwarded to the Administrator immediately. Protection of the interests of every child and family in our care is vital in maintaining a standard of professionalism and privacy. Failure to comply with this policy will result in disciplinary action up to and including termination.

Social Media Policy.

Little Loves Learning Center strives to be supportive of preschool efforts by avoiding negative or malicious discussions about any preschool issues. With this being said, any negative or malicious discussions on social media, including but not limited to posting in online forums, blogs (e.g., Facebook, LinkedIn, YouTube, Twitter, Instagram, TikTok and Snap Chat media sites or similar types of online forums). Staff members may not post pictures of any preschool student on their own personal social media site. Any violations of the social media policy may result in disciplinary action up to and including termination of employment from Little Loves Learning Center.

Step Up To Quality

Little Loves Learning Center is in the process of being rated by Step Up To Quality (SUTQ). SUTQ is a quality rating and improvement system for early learning and development programs. Programs can earn a Bronze, Silver, or Gold rating by meeting Ohio's quality program standards. Step Up To Quality means: highly trained teachers, development of school readiness skills, commitment to continuous improvement, and focus on family engagement. (Source: ODJFS Step Up To Quality website)

Curriculum and Assessments

Little Loves Learning Center uses Creative Curriculum produced by Teaching Strategies "The Creative Curriculum for Preschool empowers children to be confident, creative, and caring learners through play-based, hands-on investigations—a research-based approach that incorporates language, literacy, and mathematics throughout the day." –teachingstrategies.com. Little Loves Learning Center uses Teaching Strategies GOLD as our formal assessment. At this time, Little Loves Learning Center only shares this information with the parents, it is not shared with ODJFS. All staff members will be trained on how to use the Creative Curriculum at hire. They will also be trained on using the assessment. All curriculum materials are located in the teacher work room.

Registration

We require all families to talk with the Administrator and take a tour of the Preschool before enrolling. Registration begins the last week of January for all children previously enrolled and their siblings. Open enrollment for any new students will begin the second week of February. A tour of the preschool will be scheduled with the Administrator to receive your application. This tour will be scheduled during the school day so that our families are able to see all that our preschool has to offer.

The enrollment application, along with the \$60.00 **non-refundable** registration fee, must be completed and returned **by May 22nd**. Any application returned **after** May 23rd there is a \$70.00 **non-refundable** registration fee. The application and registration fee must be turned in for the child to be placed on the official class list.

A Registration Day will be held mid July each year for families to pick up their child's registration packet.

As an Employee of Little Loves Learning Center you will receive a discount on preschool. However the registration fee needs to be paid in full.

Sibling Discount

Little Loves Learning Center does offer a discount to families and employees that have more than one child enrolled in our program. The full registration fee must be paid for each child in the family. The oldest child will pay the full price, and a 10% discount will be applied to the youngest child. If you have more than one child attending a Sibling Discount Form must be filled out. You can get this from the Administrator. This form is for record keeping purposes only and not an application.

Required Forms

1. Enrollment Application Registration Form (LLLC 0001)

- a. The form is required by Little Loves Learning Center used by parents or guardians to apply for their child's admission into our preschool program.

2. Child Enrollment and Health Information Form (JFS 1234)

- a. This form is required by ODJFS. It gives information to the Administrator, Teacher and Staff of the Preschool. Page 1 gives information necessary to contact adults for the child. This includes all emergency contact information. Page 2 helps us to know about any health or dietary needs for your child. If your child has any health issues, such as, but not limited to, asthma or allergies, that require medication to be given, etc. You will need to fill out a *Child Medical Physical Care Plan and Request to Administrator Medication*. These forms will be reviewed and kept for the child on file, so all staff members know the actions for any medical need of the child. Page 3 includes a section requesting permission for emergency transportation (ie. Ambulance) for your child if necessary. Preschool staff will call you first before calling for emergency transportation IF possible. If this part of this form does not grant permission, we will not be permitted to call emergency transport for your child. Little Loves Learning Center will still provide care to students whose parents do not grant permission to transport in an emergency, but we strongly encourage that you do sign this section. Page 3 also requires your signature, which is highlighted. This form **MUST** be received by the preschool before your child's first day or they will not be permitted to stay.

3. Child Medical Statement (JFS 1305)

- a. This is another form that is required by ODJFS. This is your child's physical, and needs to be filled out by a doctor or nurse practitioner. This form is valid for 13 months from the actual physical. Part of the Child Medical Statement must include a record of your child's immunizations. We recommend that all preschool students have immunizations. If you choose not to immunize your child that is your preference. Little Loves Learning Center will still provide care to children that have not had their immunizations. You will need to write a letter stating your preference to not immunize and also the reason why. This letter must be submitted with the Child Medical Statement form. This form requires your signature, which is highlighted. This form **MUST** be received by the preschool before your child's first day or they will not be permitted to stay

4. Individuals Permitted to Pick Up (LLLC 00004)

- a. Our Preschool requires a list of individuals that you permit to pick up your child from preschool. On this list you must include the person's name, phone number and relationship to the child.

5. Permission to Photograph (LLLC 00002)

- a. Our Preschool requires permission to photograph your child. We will be taking photos many times throughout the year.
- 6. ASQ3 (Ages and Stages Questionnaire)
 - a. This is an assessment that is filled out by the child's family because you are the ones that spend the most time with them. This assessment will be used by your child's teachers to better serve your child. It also tells our preschool staff if you as the parent have any concerns about your child's education.
- 7. Routine Field Trip Forms (JFS 01225)
 - a. These forms are required by ODJFS. It is valid for one year; it grants permission for the children to be taken outside for recess, and access other parts of the church building such as the sanctuary and fellowship hall.
- 8. Tuition and Fees Policy (LLLC 00036)
 - a. This form is required by our preschool. It states all tuition and fees required by our preschool and that you agree to pay them.
- 9. Parent Handbook Acknowledgement (LLLC 00005)
 - a. This form is required by our preschool. It just states that you have received, read, and understand the Preschool Parent Handbook.
- 10. Request for Administration of Medication for Child Care (If applicable) (JFS 1217)
 - a. This is another form that is required by ODJFS. This form needs to be filled out by a doctor or nurse practitioner. This form is only filled out if the child will require medication while in our care.
- 11. Child Medical/Physical Care Plan for Child Care (If applicable) (JFS 1236)
 - a. This is another form that is required by ODJFS. This form needs to be filled out by a doctor or nurse practitioner, and you the parent. This form is only filled out if your child has a medical or health condition.
- 12. Family Needs Survey
 - a. This form is to help us understand the needs of our families, so we can help.

Arrival & Dismissal

Preschool starts at 8:30 am or 12:15 pm. The children will not be let in before 8:30 am or 12:15 pm. Before this time, our teachers are preparing for a fun filled school day. If the parents need to drop off their child any earlier than 8:30 am or 12:15 pm there will be a \$2.00 per minute charge to your monthly bill. Arrangements need to be made with the administrator one week prior to the early day. If prior arrangements are not made their child will not be admitted in the preschool until 8:30 am or 12:15 pm.

Drop off will take place on the left side of the building. Parents will have a name card to place in their window on the driver's side. Drivers should pull up to the doors, a preschool staff member will get the child out of the car and take them into the preschool. We ask that the parents remain in the car, this makes transitioning easier, especially at the beginning of the year. The driver should then exit following the arrows around the building.

Dismissal will begin at 11:30 am or 3:15 pm. Students will not be ready to leave until that time, unless the administrator is notified in writing of an early dismissal. Dismissal will be the exact same as arrival. Parents will remain in line in their cars with their car sign visible. A staff member will bring the child to their car and put them in. Due to the law, we are not able to buckle them in. The parents must pull forward and buckle them.

If someone else will be picking the child up, please let them know in advance that they **MUST** have their ID ready. Also, their name **MUST** be on the "Permission the Pick-Up" list. If their name is not on the list,

a note from the parent must be given to the administrator prior to pick up. The child will not be released to this person without being on the list or having a written note. This is for the safety of your child and that is our #1 priority.

Pick-up is from 11:30 am- 11:45 pm and 3:15 pm- 3:30 pm after 11:45 am and 3:30 pm the families will be considered late. There will be a \$2.00 per minute charge to their monthly bill for every minute they are late. Arrangements need to be made with the administrator one week prior if they know they will be late. If they choose to walk their child into school, they are more than welcome. They need to park in the parking lot behind the church and when the doors open at 8:30 am and 12:15 pm, they may bring them in.

If there are custody papers for the child, the Preschool is required to have a copy. If there is a person who IS NOT permitted to have contact with the child, the appropriate custody agreement/ court order is required to be on file.

Child Absences

Once the children enter our doors at Little Loves Learning Center, they become our children, the family becomes our family and we worry about them. If the child is not going to be at school, we as the parents to please call the administrator or the preschool and let them know that they will not be there.

Sample Daily Schedule

Each classroom has their class schedule posted. Each class has a daily schedule that is flexible enough to allow the teachers to adapt when necessary. It also has the structure that the children need so that they know what will be coming next. Both of our classes follow the same curriculum, however some concepts may be too advanced for our younger friends so they may not be incorporated into the daily schedule.

Group Meeting- During our Group Meeting, the following will happen:

- Welcome Song
- Take Attendance
- Classroom Helpers
- Calendar and Weather
- Pledge of Allegiance
- Question of the Day
- Talk about the Theme

Read-aloud- During our Read-aloud the following will happen:

- Read a New Story
- Re-tell familiar stories
- Bible Story and Verse

Handwashing and Snack- During our Snack, the following will happen:

- Children will wash hands
- Children will help to set the table
- Prayer will be said before the children eat
- Children will help to clean-up after snack and wipe their own spots clean

Small Group- During our Small Group, the children will have an opportunity to work one on one with the teacher in small groups.

- Letter Of the Week
- Discuss and identify the Letter and Sound

- Counting
- One to One Correspondence
- Comparing Quantities
- Sorting Objects into size and color
- Comparing Sizes

Outdoors/Large Motor- During our Outdoors/Large Motor the following will happen:

- The children will have a planned activity that goes with what the theme is for the day.
- Example: If we talk about the children's likes and dislikes, we might play a version of "Simon Says" (ex. if your favorite color is RED jump up and down.)
- We will also do activities like hopscotch, jump rope, balance beam, etc.

** We will only go outside weather permitting. The temperature must be between 35°F-85° F. Please dress your child appropriately for the weather.

**According to rule 5101:2-12-11 Indoor/Outdoor space requirements Little Loves Learning Center is not required to have an outdoor play space because we are only a part time center.

Choice Time- During our Choice Time, the following will happen:

- The children will have an opportunity to split into centers and play independently or with other children. The centers that will be offered daily will be:
 - Blocks
 - Dramatic Play
 - Toys and Games
 - Art
 - Library
 - Discovery
 - Sand and Water
 - Music and Movement
 - Cooking
 - Computers/Ipads

Group Meeting- During our Group Meeting , the following will happen:

- Children will pack up
- Closing Story
- We will also do a Closing Music

PRESCHOOL DAILY SCHEDULE 3 YEAR OLDS | T TH

TIME

SCHEDULE

8:30 am-
8:45 am

Arrival & Restroom | 15 minutes

8:45 am-
9:15 am

Choice Time | 30 minutes

9:15 am-
9:35 am

Group Meeting & Music | 20 minutes

9:35 am -

Small Group | 20 minutes

9:55 am
9:55 am-
10:00 am

Restroom | 5 minutes

10:00 am-
10:15 am

Snack | 15 minutes

10:15 am-
10:45 am

Recess (Indoor or Outdoor) | 30 minutes

10:45 am-
10:50 am

Restroom | 5 minutes

10:50 am-
11:20 am

Choice Time & Read-aloud | 30 minutes

11:20 am-
11:30 am

Pack-Up, Restroom & Dismissal | 5 minutes



PRE-K DAILY SCHEDULE 4&5 YEAR OLDS | MWF

TIME

SCHEDULE

8:30 am-
8:45 am

Arrival & Restroom | 15 minutes

8:45 am-
9:15 am

Choice Time | 30 minutes

9:15 am-
9:35 am

Group Meeting & Music | 20 minutes

9:35 am -

Small Group | 20 minutes

9:55 am
9:55 am-
10:00 am

Restroom | 5 minutes

10:00 am-
10:15 am

Snack | 15 minutes

10:15 am-
10:45 am

Recess (Indoor or Outdoor) | 30 minutes

10:45 am-
10:50 am

Restroom | 5 minutes

10:50 am-
11:20 am

Choice Time & Read-aloud | 30 minutes

11:20 am-
11:30 am

Pack-Up, Restroom & Dismissal | 5 minutes

Reference Materials

Little Loves Learning Center has books available to help further your knowledge of child development and activities suitable for preschool children. You are encouraged to use these materials for information on child development and classroom activities. These books can be found in the Administrator's office.

Lesson Plan Policy

Teachers will create lesson plans on a weekly basis for their classrooms. This lesson plan must be hung in the classroom each week. These lesson plans must incorporate the Curriculum and Early Learning and Development Content Standards. They must be given to the Administrator for approval Monday Morning. The Administrator reserves the right to suggest any changes to the lesson plans. The lesson plan format used by Little Loves Learning Center is the "*Ohio Department of Job and Family Services Activity Plan for Step Up To Quality*". (JFS 01513) Executed lesson plans, including any revisions, MUST be turned in to the Administrator to be filed at the end of the week. A Bible story MUST be incorporated into your lessons somewhere. One Bible story per a week.

Brightwheel

Brightwheel is the child-care software we use at Little Loves Learning Center. "At Brightwheel, our vision is high quality early education for every child. Early education is one of the greatest determinants of childhood outcomes, is a must for working families, and has lasting social and economic impact. Brightwheel enables our vision by giving teachers meaningfully more time with students each day, engaging parents in the development of their kids, and supporting the small businesses that make up the backbone of the \$100 billion early education market. Brightwheel is the most loved technology brand in early education globally, trusted by thousands of educators and millions of families."

-www.mybrightwheel.com.

There is a free app that you will need to download. In this app you will post how each child's day is going. Also included on the app you will have the most up to date school calendar. You will post how many times each child uses the restroom, what they are learning, if medication is needed to be given you will post when and how much, and any incident reports. You will post your lesson plan for the week in Brightwheel. All communication will be done through the app as well. If the parents need to call their child off or need to ask the Administrator or your the teacher a question you will be able to send a message through the app.

At the end of parent orientation parents will sign up for Brightwheel and add a credit card to their file. In the Brightwheel App the parents can pay tuition on-line. We must have a checking account or debit/credit card on-file and the most up to date email in Brightwheel. Their checking account or debit/credit card will never be charged unless tuition has not been paid by the 15th of the month.

Tuition/Fees

- Registration Fee- \$60.00 before 5/22/25 \$70.00 after 5/22/25
- Tuition for 2-day class- \$1,620/year (9 payments of \$180.00)
- Tuition for 3-day class- \$1,800/year (9 payments of \$200.00)
- Returned check and/or Brightwheel fee- \$30.00

The registration fee must be paid when the application is submitted. This fee is **NON-REFUNDABLE**. Our registration fees are used to purchase all the supplies for the classroom for each student. Monthly tuition is due on the **1st of each month**. The parents have a grace period until the 15th of each month, September- May, unless other arrangements have been made with the Administrator prior to the 15th. If tuition is not paid on or before the 15th of each month their checking account or debit/credit card will be

charged on the 16th. A tuition envelope will be sent home with each child at the end of the month, to send in tuition if they wish to pay with cash or check. If they wish, they can use Auto Pay and have the administrator charge their account. It will be charged on the 1st of every month, there is a fee of 2.75 % for credit/debit cards and a \$1.50 max fee for ACH charges to pay this way. They can also go on www.mybrightwheel.com and pay their tuition, there is a fee of 2.75 % for credit/debit cards and a \$1.50 max fee for ACH charges to pay on the app also. If they are having financial difficulties, please have them contact the Administrator.

September's tuition must be paid at Parent Orientation in August. Checks should be made payable to Little Loves Learning Center or LLLC. Again, tuition is due the 1st of each month, and must be paid no later than the 15th of each month. If the administrator has to charge our account on the 16th there will be a \$30.00 late fee charged to your account also. Tuition WILL NOT be refunded due to child's absence, vacation, or mid-month withdrawal. The Administrator MUST be notified of a child's withdrawal at least one month in advance. If the child's tuition is NOT paid by the end of the month your child will not be able to return to preschool until it is paid.

Tuition is used to pay our teaching and administrative staff, purchase craft and art supplies, give holiday gifts/bonuses, purchase office supplies, paper products, church fees and materials for our programs. It is imperative to the success of our preschool that tuition is paid on time. Throughout the school year, there are items that are not covered by their tuition and registration fee. These items are some of our field trips, preschool t-shirt, class pictures, and parent provided snacks. There may be a few times throughout the school year when a small donation may be requested to cover extra fun activities or projects. We will try to keep these minimal.

If a check or card payment is returned due to insufficient funds, there is a \$30.00 fee. If the family has two returned checks or card payments, they will be required to pay by cash or money order the remainder of the year.

Employee Purchasing Policy

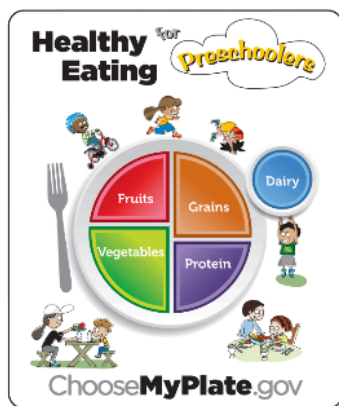
If any items need to be purchased for any classroom, these items need to be approved by the administrator before purchase. The request form can be received from the administrator. A list of the items you need, needs to be turned into the administrator so that she may go and purchase them. If there are things that you would like to buy yourself for your classroom you may do so. Make sure that your name is on these items so that it is known that they are yours. If there happens to be a time that you need items, and the administrator is unable to go and get them, you may be asked to go and get these items, just be sure that you bring in your receipt to be reimbursed. Doing this MUST have the administrator pre-approval.

Snacks

Little Loves Learning Center makes every effort to serve each child a nutritious snack each day. The children will be asked to bring their own snack in a lunch box. The families also need to provide a drink in a plastic water bottle. We ask that the parents supply the snacks for their child **ONLY**. A nutritious finger food snack is required.... fruit, raw vegetables, cheese, crackers, popcorn, etc. We ask that they **DO NOT send candy to school at any time.**

The families will be notified by the Administrator when a "sweet snack" can be brought to school. "Sweet Snacks" include snack cakes, cupcakes, donuts, etc. They may send in a "sweet snack" for birthday snacks. If a child forgets his/her snack, we have a fully stocked snack cupboard to provide the children with the recommended portion of snacks. According to Appendix A of Rule 5101:2-12-22, **snacks MUST contain one serving from two of the four major food groups.**

As an employee, you must be very diligent about checking all ingredients in snacks that are sent in to ensure that allergens are not in them for the children that may have an allergy. In our snack cupboard we have non-allergen snacks for these children. We ask that if the child has a food allergy that the parent sends in a few days of snacks to keep on hand in case a substitution is needed on any given snack day. The child's lunch boxes must be checked daily to ensure that there are cold packs for items that need to be kept cold. If there is not a cold pack in the lunch box it must be placed in the refrigerator in the teacher's lounge.



Get your child on the path to healthy eating.

Focus on the meal and each other.
Your child learns by watching you. Children are more likely to enjoy a food when eating it is their own choice. Offer a variety of healthy foods. Let your child choose how much to eat. Children are more likely to enjoy a food when eating it is their own choice.

Be patient with your child.
Sometimes new foods take time. Give children a taste at first and be patient with them. Offer new foods many times.

Let your children serve themselves.
Teach your children to take small amounts at first. Let them know they can get more if they are still hungry.

Cook together. Eat together. Talk together. Make meal time family time.

Healthy Eating for Preschoolers Daily Food Plan

Use this Plan as a general guide.

These food plans are based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.

Children's appetites vary from day to day. Some days they may eat less than these amounts; other days they may eat more. Offer these amounts and let your child decide how much to eat.

Food group	2 year olds	3 year olds	4 and 5 year olds	What counts as:
Fruits Make half your plate whole.	1 cup	1 - 1½ cups	1 - 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ¼ cup 100% fruit juice ¼ medium banana 4-5 large strawberries
Vegetables	1 cup	1½ cups	1½ - 2 cups	½ cup of veggies? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice ¼ small cut of corn
Grains Make half your plate whole.	3 ounces	4 - 5 ounces	4 - 5 ounces	1 ounce of grains? 2 slices bread ¼ cup ready-to-eat cereal/flakes ½ cup cooked rice or pasta 3 hard-boiled eggs
Protein Foods Choose low-fat or fat-free.	2 ounces	3 - 4 ounces	3 - 5 ounces	1 ounce of protein foods? 1 egg 1 ounce cooked meat, poultry or seafood 1 Tbsp. Tahini/peanut butter ¼ cup cooked beans or peas (kidney, pinto, lentils)
Dairy Choose low-fat or fat-free.	2 cups	2 cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ½ ounce cheese 1 serving cheese

Some foods are more than one food group. For example, a whole egg counts as both protein and dairy. When you plan meals, make sure you include foods from all four food groups. Use the Daily Food Plan as a guide to help you plan meals. Your child's needs may vary from these amounts. Offer these amounts and let your child decide how much to eat.

Example of Minimum Portion size for a 3-5-year-old

1 serving = 1½ oz. meat or meat alternative
 1 serving = ½ slice bread or ¼ c. pasta ½ c.
 two foods from the fruit/vegetable group
 ¾ c. fluid milk (1% or skim)

Suggested Snacks

- Fruit, fruit cups, applesauce cups, fruit salad or dried fruit
- Ants on a log (with either peanut butter or cream cheese)
- Cut up veggies with low fat dip
- Rice cakes
- Pretzels
- Baked tortilla chips with salsa
- Low fat/fat free pudding cups
- Low fat cheese/string cheese
- Trail mix with items such as low-fat granola, whole grain cereal, dried fruits, sunflower seeds, etc...
- Fig cookies
- Animal crackers, vanilla wafers, or graham crackers
- Low fat popcorn
- Low fat granola bars/cereal bars
- Bagels with low fat cream cheese
- Frozen fruit bars
- Fruit and cheese kabobs
- Angel food cake with or without fruit topping
- Nabisco 100 calorie snack packs
- Water/flavored water
- Low fat/fat free milk
- 100% fruit juice

Birthdays

We take birthdays very seriously at Little Loves Learning Center. Each child's birthday is their day to be a prince or princess for the day. On each child's birthday they will be able to bring their special birthday treat. If the children have a birthday in the summer, we will celebrate it on their half birthday. Each child will also get to go to the administrator's office for a special birthday treat.

Child Incidents

All accidents must be reported immediately to the Administrator. Accident reports must be written for every accident with the only exception being a paper cut, unless you put a band-aid on it. If it requires a band-aid, it must have an accident report. These reports must be completed by the Lead Teacher or Teacher's-Aide and signed by the Administrator. The bottom copy of this report is sent home with the child, the top copy is placed in the child's file, and the middle copy is filed in the binder in the Administrator's Office marked "Child Incident Reports". Close supervision of children is the best way to prevent accidents. Little Loves Learning Center strives to provide the best equipment that is kept maintained, in overall good working conditions, so all the children in our care will be safe in the classrooms, center area, and on field trips.

In case of serious incident, injury, or illness that requires emergency medical treatment, professional consultation, or transportation for emergency treatment, the child's Emergency Medical Form must accompany the child to the medical facility as per instructions on the child's form. A staff member must accompany the child until a parent/guardian assumes responsibility for the child.

Employee Accidents

Little Loves Learning Center strives to keep employee accidents to an absolute minimum. If for some reason there were to be an employee accident, the Administrator is to be notified immediately. The employee and the Administrator will sit down and complete an Employee Accident report. At this time, we will try to figure out what can be done to prevent this from happening again. An Employee Accident report must be filled out for all accidents, with the only exception being a paper cut. A copy will be made of this report. One will be given to the employee and the other will be filed in their personnel file.

State Licensing Rules and Procedures

ALL employees must be 18 years of age and have a high school diploma or its equivalent. Every employee must have current training in CPR and First Aid, Child Abuse Prevention and Communicable Disease.

The following paperwork must be signed and on file:

1. Application
2. Medical Statement
3. Criminal Record Checks
4. CPR and First Aid Training
5. Child Abuse Training
6. Communicable Disease Training
7. Orientation Training
8. Professional Development Training -
 - a. Administrator (15 annually)
 - b. Director Designee (10 annually)
 - c. Lead Teachers (12 annually)
 - d. Assistant Teachers (10 annually)
 - e. Substitutes (10 annually if working more than 90 days)

Policy for Guidance and Discipline of Children

Little Loves Learning Center staff creates an environment that allows for freedom to explore and for making choices. The classrooms will be set up in a manner that will guide children, set limits, and control their behavior. The goal of this policy is for children to learn self-discipline and respect for other people and property through careful guidance. However, situations may arise that merit disciplinary action. The following are the procedures for handling such situations:

1. Problem Solving
 - a. Appeal to the child's growth, intellectual and moral reasoning by using natural consequences and by asking questions to encourage problem solving. The teacher and teacher's aid will help the child identify his/her needs, feelings, cause of the problem, and choice for correction.
2. Redirection
 - a. The child or group of children may need to be redirected to another area and/or activity. Always remind the child there will be another chance to play at the center at a later time or day, should redirection take place.
3. Separation from the Group
 - a. The child may be separated from the group only when less intrusive methods, listed above, have been tried and proved ineffective. The child may need thinking time away from the group to reflect on his or her actions. The Administrator may be called to assist, if needed. The child will serve the thinking time in an area in sight and hearing distance of an employee. Prior to thinking time, the child will be informed of the undesirable/unacceptable behavior that they are displaying and then the thinking time will begin. This thinking time will equal one minute, per year, of the child's current age (3yrs=3mins, 4yrs=4mins, 5yrs=5mins). After the thinking time, the child will be permitted to return into normal activity with the group. However, they may be redirected into another center or activity if needed. At this point, a note to the child's parent will be sent home in their folder.
4. Behavior System
 - a. A behavior system is set in place in each classroom. This means that every child will start out each day with his or her animal in their folder. If the child's animal is still in their folder at the end of the day they had GOOD BEHAVIOR. If their animal is not in their folder they had UNACCEPTABLE BEHAVIOR, and their animal had to either stay in the Behavior Hive (Mrs. Jenn's Pre-K Class) or the Behavior Hut (Mrs. Jenn's Preschool Class)
 - b. If the child's behavior is unacceptable a note will be sent home and also placed in Brightwheel.
5. Persistent Unacceptable Behavior
 - a. The child's behavior and teacher's attempts at correcting said behavior are to be documented in writing and filed in the Administrator's Office.
 - b. The teacher and Administrator will then meet to discuss the problem behavior and will develop a plan to correct the behavior.
 - c. A conference with the child's parent, the teacher, and the Administrator will be arranged to discuss the plan and enlist their input and cooperation.
 - d. If necessary, the child will be removed from the preschool indefinitely. THIS IS A LAST RESORT!
6. Prohibited Action by the Staff
 - a. No discipline shall carry over into another class time or day. Discipline needs to be immediate on the day that the inappropriate behavior occurs.
 - b. There shall be NO cruel, harsh, or unusual punishment of a child.
 - c. Under NO circumstances will corporal punishment be used.

- i. Corporal punishment is the inflicting of physical pain on a child as a means of controlling behavior. This includes, but is not limited to spanking, hitting, shaking, slapping, thumping, pinching, or biting a child.
- ii. This will not be tolerated at all and will result in immediate termination.
- d. No physical restraint shall be used to confine a child unless he/she is in danger of harming themselves or others.
- e. No child shall be humiliated by or subjected to any technique of discipline, negative verbal abuse, or profane language.
- f. No other child shall be used in helping discipline another child.

Any such action of any of the above by anyone that is employed with Little Loves Learning Center will result in immediate termination.

Safety Policy

All children shall be under constant supervision of a staff member at Little Loves Learning Center. The children must be the focal point of the staff throughout the day.

A complete fire drill must be held monthly. Tornado drills will be held monthly during the months of March, April, May and September. A lock down drill will be held quarterly (September, November, January and April) Both fire and tornado drill plans are posted in each classroom as well as the playground and restroom. Should there be a need to evacuate the building, children will be moved to the big tree in the front yard until arrangements have been made for them to be picked up by someone on their pick-up list. The preschool cell phone, teacher cell phones, classroom walkie talkies, and i-pad must be taken anytime the building is evacuated.

During preschool hours, use of spray aerosols is prohibited in the presence of children.

NOTE: Shaving cream may be used in the classroom during supervised activities. The teacher must be sitting with the children as they play with the shaving cream. When the shaving cream is not in use it needs to be stored out of reach of the children.

NO firearms are permitted on the preschool premises at any time.

Smoking of any kind including vaping is prohibited on the preschool premises at any time.

General Emergencies

Little Loves Learning Center has devised several procedures to follow in the event an emergency would occur while we are caring for children. In the event of a fire, tornado, or safety concern, teachers would follow the written instructions in the Emergency Disaster Plan, describing emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.

To prepare children for the unlikely need to evacuate, we will practice fire, tornado, and lock down drills. The parents will be informed by the Administrator when any drills are performed.

- Fire Drills ~Monthly September-May
- Tornado Drills ~ September, March, April, and May.
- Lockdown Drills~On a quarterly basis September, November, January, & April.

Should we need to evacuate due to a fire or weather conditions, or the loss of power, heat or water to the preschool, our emergency destination is the Big tree in the front yard. If we should need to evacuate due to a bomb threat, we will take the children to the Salvation Army at (1249 N. Ellsworth Ave. Salem Ohio). A sign will be posted on the doors of the center indicating we have been evacuated and the location where the children can be picked-up. Parents will be contacted as soon as possible to come to

pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment documentation.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact parents as soon as the situation allows. An incident report would also be provided to the parents. Little Loves Learning Center requires all teachers to hold current certifications/training in First Aid, Communicable Disease, Child Abuse and CPR. In the case of a minor accident/injury, staff will administer basic first aid and love. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, 9-1-1 will be called, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Teachers/Staff will not transport any child in their personal vehicles. Only parents or EMS will transport.

Health Policy

A child's parent/guardian will be notified immediately, by the Administrator, when a child has been observed with symptoms of illness. A child displaying any of the following signs or symptoms of illness will be immediately isolated in the Administrator's Office until the child's parent/guardian arrives to pick up the child.

1. The symptoms are:
 - a. Diarrhea (3 or more abnormal or loose stools within a 24-hour period)
 - b. Severe coughing, causing the child to become red or blue in the face. Any coughing that makes a whooping sound.
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Redness of eyes, obvious discharge, matted eyelashes, burning or itching of eyes
 - f. Temperature of at least 100 degrees Fahrenheit when in combination with other signs and symptoms of illness.
 - g. Untreated infected patches of skin or unusual spots or rashes on the skin.
 - h. Unusual dark urine and or gray/white stool.
 - i. Stiff neck with elevated temperature.
 - j. Evidence of untreated head lice, scabies, or any other parasitic infection.
 - k. Sore throat or difficulty swallowing
 - l. Vomiting more than once or when accompanied by any other sign or symptom of illness.

Any children that are isolated due to suspected communicable disease will always be within sight and hearing of a Little Loves Learning Center employee if the Administrator is not available to have them in her office.

We follow the Ohio Department of Health *Child Day Care Communicable Disease Chart* for the appropriate management of suspected illness.

If you as an employee have any of the above signs and symptoms of illness, or do not feel well enough to participate and uphold your job duties, DO NOT come to work.

If there is a communicable disease that affects the children or employees of Little Loves Learning Center, notification will be sent out by the Administrator to all children that were exposed to the disease.

COVID-19

To keep the spread of germs and keep COVID-19 out of the program we have many procedures in place to make this happen.

1. We will reduce ratios to 1 staff member to 6 children.
2. We will perform daily symptom assessments on all the staff and children everyday.
3. Employees and children that have a temperature of 100-degree Fahrenheit or more and any symptoms will be sent home.
4. Employees and children will wash their hands before entering the classroom, after breaks, upon returning from outside, after using the restroom, after handling any classroom pets (if any), before eating, before and after water activities, when visibly soiled and before they leave.
5. All tables, chairs and toys that are used each day will be cleaned at the end of the day and after each use.
6. If there is a suspected case of COVID-19, the following steps will be taken...
 - a. The child or staff member will be immediately isolated, a child's parent will be called, and the staff will be sent home.
 - b. The preschool will be shut down for deep sanitation.
 - c. ODJFS and the health department will be notified in writing of any confirmed case of COVID-19.

Sexual and Other Unlawful Harassment

Sexual Harassment WILL NOT be tolerated in any way, shape, or form.

Little Loves Learning Center is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any Little Loves Learning Center employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Administrator or Preschool Board.

Child Abuse Prevention Policy

YOU as an Early Childhood Professional are a Mandated Reporter of child abuse or neglect. This policy seeks to assure that our preschool is constantly working to provide a safe, educational environment for each of the children, free from physical, sexual and any other abuse. Anyone employed with Little Loves Learning Center who engages in any and/or all types of child abuse, sexual exploitation, or sexual harassment will be immediately terminated.

Reporting Abuse and Neglect

ALL employees must report all actual or suspected child abuse of any child attending the preschool as soon as possible to the current Administrator and the Department of Job and Family Services at 855-O-H-CHILD (855-642-4453).

Gross Misconduct

Some offenses are so serious that they will result in termination without previous warning. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activities. The following actions may result in disciplinary action up to and including immediate termination:

- Inappropriate behavior towards parents. (All employees are always expected to be professional and courteous. If a parent is rude to you, let the Administrator handle the situation.)
- Neglect or physical abuse of a child.
- Withholding food or other comfort from a child.
- Failure to report to work three consecutive workdays without proper notification.
- Falsification of preschool records. (examples are but not limited to employment application, employment resume, clock in and out records, and your own employee records.)
- Working under the influence of alcohol or illegal drugs.
- Smoking in prohibited areas.
- Conviction of a felony for any offense committed while employed by the preschool.
- Fighting, threatening violence, boisterous or disruptive activity in the workplace.
- Leaving a child unattended (inside or outside).
- Allowing a child to leave the preschool with an unauthorized person.
- Sleeping while supervising children.
- Habitual absenteeism or tardiness without notice.
- Sexual or other unlawful or unwelcome harassment.
- Negligence or improper conduct leading to damage of employer-owned property.
- Insubordination that shows disrespect such as threatening, profanity, or yelling at the Administrator.
- Unauthorized use of telephone, mail system, or other employer-owned equipment.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty.
- Unsatisfactory job performance or conduct.
- Sharing confidential information about the preschool, any of its employees or any students.
- Promoting and sharing rumors or negative information about Little Loves Learning Center, employees or children enrolled on social media or otherwise.

There will be repercussions to any violation of the above rules. Depending on the severity of the offense and violations, it is at the discretion of the Administrator and may be followed by the following disciplinary action.

1. A warning
2. A two workday unpaid suspension
3. Termination of employment.

NOTE: Severe offenses will result in immediate termination!

CENTER POLICIES

Child Safety Policy

All children will be accompanied to and from their means of transportation by an employee or parent/guardian. Children will only be released to their parent/guardian and those that are specified on the children's pick-up list. Photo identification will be needed for anyone that is not known to Little Loves Learning Center staff. The Administrator **MUST** have written authorization from the parents if someone other than those on the pickup list will be picking up their children from preschool. If necessary, telephone verification may be made. All written authorization and telephone verifications will be placed in the children's file.

In cases of custody or guardianship disputes, a copy of the custody papers will be on file in the Administrator's office. A copy of parental custody and judge's signatures is all we need on file. If anything changes throughout the preschool year, the Administrator's Office must be notified immediately.

Children that need to have emergency medication on hand at the preschool, such as an epi pen or inhaler, will need to have a Child Medical Plan and Administration of Medication forms completed and in the child's file at the Preschool. Since we only have the child for a three-hour period, Little Loves Learning Center does not administer any kind of prescription medication, fever, or pain reliever, or over the counter medications, except for the emergency medications.

Communication

1. Greet each child and family upon arrival.
2. Communicate any problems in a timely manner to the Administrator and parent/guardian.
 - a. Documentation of conversations and/or behavior problems should be recorded, dated, signed by the teacher and Administrator, and kept in the child's file in the Administrator's Office.
3. Participate in Parent/Teacher Conferences twice a year as scheduled.
4. Always maintain confidentiality.
 - a. Children, their records, behaviors, and family conversations/situations are regarded as confidential and should be kept as such.
5. Work with the head room parent and Administrator in party planning, if needed.
6. Turn in classroom information for the newsletter to the Administrator by the LAST Monday of the month.
7. Work with parent volunteers during preschool activities and make them feel welcome and needed as set by the Administrator.

Communication and Confidentiality for Handling Discipline of Children

Open communication with parents of children is a MUST! If during the day a situation develops that you feel needs to be relayed to the parent, it is imperative to speak to the Administrator first, prior to sending a note home. Make a copy of any communication that goes home about behavior issues. If you speak to the parents directly, it is to be in the presence of the Administrator, the teacher, and the parent. You MUST document all communication between teachers and parents, and this documentation is to be placed in the child's file as well as the teacher's personnel file.

DO NOT for any reason allow yourself to be drawn into a conversation about a child or preschool family in any setting other than the preschool and with only appropriate confidentiality in mind.

Discretion must dominate your thinking when divulging any information about a child enrolled in Little Loves Learning Center. NEVER DISCUSS PERSONAL MATTERS REGARDING CHILDREN AND THEIR FAMILIES WITH ANYONE NOT DIRECTLY INVOLVED. (Always discuss these matters in a private place where no one, not even other children, may overhear what you are discussing).

The child's parent will be notified of the child's behavior by a conversation in the pick-up line, note home or a phone call. If the child's behavior continues, the parents will be asked to work together with the Administrator and teacher to develop a written behavior care plan (WBCP). The WBCP will be used by all the staff that the child works with. If the child's behavior continues the child may need to be removed from the preschool either for a short period or permanently. Please keep in mind, we must consider the health and safety of all the children in our care.

Visitors

Little Loves Learning Center has an Open-Door Policy, which means parents are welcome to observe their child's classroom at any time. This also means that if they wish to see how another teacher teaches, they may do that as well.

All doors in the building will be locked during preschool hours. To enter, you must ring the doorbell and be let in by a preschool staff member. All visitors MUST sign in, in the Administrator's office, and always wear an identification badge. It is important for all employees to always present a warm, welcoming, and professional impression.

To ensure a safe environment for the children, employees should notice that all visitors have an identification badge. If a visitor is not wearing an identification badge, employees should politely inquire into the purpose of the visit and redirect the visitor to the Administrator's Office. Suspicious persons or activities should immediately be brought to the attention of the Administrator.

We love volunteers! Feel free to talk with your children's parents if you wish to have them help in your classroom.

Parents are also invited to join us for our "extra" special days. Some of these "extra" special days are:

- Fall Festival
- Thanksgiving Feast
- Christmas Party
- Valentine's Party
- Easter Party
- Beach Party
- Fundraisers
- Classroom activities

*According to 5101:2-12-12 of the Rule: Trampolines, inflatable bounce houses, and ball pits shall not be permitted for use in the center. Therefore they are not to be used at any of our parties or special days.

EMPLOYEE PRACTICES

JOB DESCRIPTIONS

Title: Administrator

Job Summary: The Center Administrator will be responsible for the day-to-day operations of Little Loves Learning Center in a fiscally responsible manner. Provides high-quality preschool for children cooperating with the Owner and Little Loves Learning Center Preschool Board in planning and evaluating programs, supervising center staff, and interacting with parents and family members and the community. The Administrator must keep and open dialogue with the Owner and Preschool Board.

Workstation and Assigned Area: Will serve in the assigned Administrators office as assigned by the owner and/or Board of Directors.

Supervises: All teachers, teacher's assistants, and other staff members.

Supervised By: The Owner and Preschool Board will oversee the job performance of the Administrator

Qualifications:

1. Be at least 21 years of age.
2. Have a High School diploma or equivalent.
3. Associate Degree in Early Childhood or Child Development Associate (CDA)
4. Be able to lift 40 pounds

Requirements: According to Childcare Licensing 5101:2-12-07

1. Be named on the childcare license if the owner is not.
2. Must have all above qualifications.
3. Must complete the Administrative Rules and Review training within six months of hire and every five years after.
4. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
5. Be fingerprinted by The Ohio Department of Job and Family Services (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
6. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
7. Complete 15 hours of in-service training yearly July 1st -June 30th.
8. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Communicable Disease (at hire and every 2 years)
 - d. Child Abuse and Neglect (at hire and every 2 years)
 - e. Center Orientation.

- f. The Employer will pay for these services.

Major Policies and Procedures the must be learned:

1. All ODJFS Rules
2. Communicable Disease and exclusion of sick children.
3. First aide and medical emergency
4. Fire, Tornado, severe weather, and lock down drills
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality Procedures

I. Major Duties and Responsibilities:

According to Child Care Licensing 5101:2-12-07

1. Be responsible for the daily operation of the childcare center and for maintaining compliance with Chapter 5101:2-12 of the Administrative Code.
2. Be on-site a minimum of one-half of the hours the childcare center is in operation during the week, or forty hours per week, whichever is less.
3. Administrator's hours of availability must be posted in a noticeable place that is easily accessible to parents.
4. Be responsible for the creation, maintenance, and implementation of the policies and procedures detailed in appendix B of this rule (aka, Parent Handbook). These are to be created and updated with the owner and or board of directors.
5. Must keep an updated copy of the Child Care Licensing Rules on file at the center.
6. Must provide a copy of the parent handbook to all parents and employees in the center
7. Must provide a copy of appendix C to the rule to all parents of children enrolled in the center.
8. Must provide parents with any information necessary for the parents to compile childcare related expenses for income tax preparation, including tax identifications numbers.
9. Must have a written on-site list of all employees including their hire dates, positions, and scheduled hours.
10. Must appoint a designated person in charge when the administrator is not on the premises.

II. Prior to School Year

1. Registration
 1. Have materials (forms) ready to give out
 2. Hold an Open House in April, May and July
 3. Prepare and update the Parent Handbook
 4. Provide a preschool brochure
 5. Mail confirmation letters to each parent
 6. Send notice of Orientation
 7. Keep class roster
 8. Be sure parents receive and return all required forms
2. Keep inventory and purchase supplies as needed
 1. Provide snacks for the first day of preschool
 2. Keep a supply of cups and napkins
 3. Keep all supplies organized and in good condition
 4. Restock the first aid kit and keep it within state regulations.
 5. Make sure all equipment is in good repair. Call for maintenance if needed.

3. Advertise the Preschool
4. Provide publications to parents about programs, seminars, etc. helpful for parents.
5. Schedule and conduct monthly staff meetings
6. Lead Orientation for parents
7. Make monthly newsletter
8. Must maintain relationship with the local elementary school (i.e. Salem)
9. Must maintain relationship with other local directors (Directors Networking Group)

III. Daily and Weekly Assignments

1. Preschool Key Holder
2. Open doors, check lights, and heat
3. Greet children and parents as they arrive
4. Notify parents in the event of closure due to weather
5. Shop for supplies
6. Plan special days and events
7. Plan field trips for the entire preschool
8. Work with parents as volunteers
9. Schedule Visits with Library for Story Time and Book Van
10. Schedule and conduct the Preschool graduation & end of the year celebration
11. Coordinate, Schedule and Attend all Parent/Teacher Conferences
12. Coordinate the parent area with necessary information

IV. State

1. Complete yearly inspection.
2. Schedule and file fire inspections.
3. Keep files on children and staff.
4. Be familiar and comply with the licensing law.
5. Report any child abuse to the proper authorities.
6. Comply with Step Up To Quality.

V. Staff

1. Interview and hire staff with permission from Owner
2. Supervise the entire program.
3. Provide information on available workshops.
4. Arrange necessary in-service.
5. Call- in substitutes.
6. Substitute when needed.
7. Coordinate fundraisers, as necessary.
8. Observe and evaluate all employees every three months.

VI. Treasure (Work with the Owner, and/or Preschool Board to do the following):

1. Set up an annual budget.
2. Collect tuition.
3. Record payments.
4. Turn in books every January for the annual church audit.
5. Payroll
6. Distribute paychecks.
7. Sign all tax forms as created by the financial manager.
8. Hold debit card for preschool purchases (all purchases over \$25.00 must be approved by the Owner).
9. Work to obtain grants or other funds for the center.

VII. Relationship with the Salem Nazarene Center

1. Must attend all Preschool Board Meetings.
2. Must submit a monthly report to the Preschool Board.

JOB DESCRIPTION

Title: Lead Teacher

Job Summary: Teaches class and carries out a daily lesson plan that meets all Ohio State Standards and meets the physical and developmental needs of the children. A Lead Teacher must keep an open dialogue with the Administrator.

Workstation and Assigned Area: Will be assigned a classroom by the Administrator.

Supervises: Teacher's Assistants (if one is assigned to the class). Jointly coordinates any student teachers and/or college students to observe class with administrators.

Supervised By: The Administrator

Qualifications:

1. Be at least 18 years of age.
2. Have a High School diploma or equivalent.
3. Preferred Associate Degree in Early Childhood or Child Development Associate (CDA)
4. Be able to lift 40 pounds and be able to stand most of the day.

Requirements: According to Child care Licensing 5101:2-12-08

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Be fingerprinted by The Ohio Department of Job and Family Services (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
4. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
5. Complete 12 hours of in-service training yearly July 1st -June 30th.
6. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Communicable Disease (at hire and every 2 years)
 - d. Child Abuse and Neglect (at hire and every 2 years)
 - e. Center Orientation.
 - f. The employer will pay for these services.

Major Policies and Procedures the must be learned:

1. All ODJFS Rules
2. Communicable Disease and exclusion of sick children.
3. First aid and medical emergency
4. Fire, Tornado, severe weather, and lock down drills
5. Child abuse reporting
6. Discipline

7. Cause(s) for termination of staff and students.
8. All Step Up To Quality Procedures

Major Duties and Responsibilities:

1. Preschool Key Holder
2. Assume responsibility for the general welfare and running of a classroom of children.
3. Be accountable for total classroom situations.
4. Plan and carry out developmentally appropriate activities for the classroom using the provided lesson plan form as required by Step Up To Quality (JFS 01513).
5. Maintain proper discipline in the classroom. Refer to the previous Discipline policy.
6. Encourage children to play properly and safely.
7. Evaluate the children's progress using the provided assessment tool.
8. Report any problems with children or parents to the administrator.
9. Always maintain confidentiality.
10. Submit lesson plans by Friday afternoon for the Administrator to review.
11. Any supplies needed should be requested by Wednesday (to be approved and purchased by the administrator by Friday)
12. Use the Early Learning and Development Content Standards to complete lesson plans.
13. Post lesson plan in classroom Monday mornings.
14. Post a newsletter in the classroom monthly.
15. Maintain a clean, neat, and organized classroom that reflects the age of the children that you are teaching. Any messes or accidents are expected to be cleaned up before departure.
16. Perform light housekeeping duties as needed such as: wiping down tables, washing dishes, cleaning restroom, vacuuming, etc.
17. Mark daily arrival and departure of children noting absences in Brightwheel.
18. Follow all policies and procedures regarding field trips.
19. Disinfect toys periodically as directed by the administrator.
20. Clean the restroom on the day you are assigned by the administrator.
21. Follow the cleaning schedule as set by the administrator.
22. Use of spray or aerosols is prohibited while children are present.
23. Report any suspected cases of child abuse/ neglect to the administrator and ODJFS
24. Be a Team Player. Be willing to assume responsibility for other appropriate tasks as determined by the administrator.
25. MUST attend all preschool programs and activities.
26. MUST attend staff meetings.

JOB DESCRIPTION

Title: Teacher's Assistant

Job Summary: Assists the lead teacher in the classroom and helps carry out a daily lesson plan that meets all Ohio State Standards and meets the physical and developmental needs of the children. Receives supervision from the lead teacher and the administrator.

Workstation and Assigned Area: Will be assigned a classroom by the Administrator.

Supervises: None

Supervised By: The Lead Teacher and Administrator

Qualifications:

1. Be at least 18 years of age.
2. Have a High School diploma or equivalent.
3. Be able to lift 40 pounds and be able to stand most of the day.

Requirements: According to Child care Licensing 5101:2-12-08

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Be fingerprinted by The Department of Job and Family Service (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
4. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
5. Complete 20 hours of in-service training yearly July 1st -June 30th.
6. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Communicable Disease (at hire and every 2 years)
 - d. Child Abuse and Neglect (at hire and every 2 years)
 - e. Center Orientation.
 - f. Employers will pay for these services.

Major Policies and Procedures that must be learned:

1. All ODJFS Rules
2. Communicable Disease and exclusion of sick children.
3. First aide and medical emergency
4. Fire, Tornado, severe weather, and lock down drills
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality Procedures

Major Duties and Responsibilities:

1. Assist in the supervision of children.
2. Care for the classroom's physical environment.
3. Maintain open communication with the teacher.
4. Maintain proper discipline of the children and classroom happenings.
5. Work closely with the children as they work and play; helping the teacher carry out plans and assisting the children
6. Substitute for the Lead Teacher when he/she is absent.
7. Perform light housekeeping duties as needed such as: wiping down tables, washing dishes, cleaning restroom, sweeping, vacuuming, etc.
8. Assist in end of the day cleanup
9. Assist in the evaluation of children's progress
10. Share ideas for the arrangement, decoration, and appearance of learning environments
11. Check supplies and request needed items from the administrator.
12. Attend monthly staff meetings
13. Help teacher set-up for the school day; everything needs to be ready before the children arrive
14. Greet and interact with children as they participate in activities
15. Interact with children during center time
16. Be a Team Player. Be willing to assume responsibility for other appropriate tasks as determined by the lead teacher or administrator.
17. MUST attend all preschool programs and activities.
18. Perform and implement daily activities upon the Lead Teacher's request
19. Any other duties as needed.

JOB DESCRIPTION

Title: Director Designee

Job Summary: The Director Designee will be responsible for the day-to-day operations of Little Loves Learning Center when the Administrator is unavailable. Help high-quality preschool for children cooperating with the Administrator in planning and evaluating program, supervising center staff, and interacting with parents and family members and the community. The Director Designee must keep and open dialogue with the Administrator.

Workstation and Assigned Area: Will serve in the Administrators office as assigned by the owner and/or Board of Directors.

Supervises: All teachers, teacher's aides, and other staff members in the absence of the Administrator.

Supervised By: The Administrator

Qualifications:

1. Be at least 21 years of age.
2. Have a High School diploma or equivalent.
3. Preferred Associate Degree in Early Childhood or Child Development Associate (CDA)
4. Be able to lift 40 pounds

Requirements: According to Childcare Licensing 5101:2-12-07

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Sign a non-conviction statement at hire and then every year after that.
4. Be fingerprinted by The Department of Job and Family Service (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
5. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
6. Complete 10 hours of in-service training yearly July 1st -June 30th.
7. Attend state required courses listed below
 - g. First Aid (at hire and every 2 years)
 - h. CPR (at hire and every 2 years)
 - i. Communicable Disease (at hire and every 2 years)
 - j. Child Abuse and Neglect (at hire and every 2 years)
 - k. Center Orientation.
 - l. The Employer will pay for these services.

Major Policies and Procedures the must be learned:

1. All ODJFS Rules
2. Communicable Disease and exclusion of sick children.
3. First aide and medical emergency

4. Fire, Tornado, severe weather, and lock down drills
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality Procedures

I. Major Duties and Responsibilities:

According to Child Care Licensing 5101:2-12-07

- A. In the absence of the Administrator, be responsible for the daily operation of the childcare center and for maintaining compliance with Chapter 5101:2-12 of the Administrative Code.
- B. Be on-site when the Administrator is not.
- C. Help the Administrator with the creation, maintenance, and implementation of the policies and procedures detailed in appendix B of this rule (aka, Parent Handbook). These are to be created and updated with the owner and or board of directors.
- D. Help keep an updated copy of the Child Care Licensing Rules on file at the center.
- E. Must provide a copy of the parent handbook to all parents and employees in the center
- F. Must provide a copy of appendix C to the rule to all parents of children enrolled in the center.
- G. Help provide parents with any information necessary for the parents to compile childcare related expenses for income tax preparation, including tax identifications numbers.

II. Daily and Weekly Assignments in the absence of the Administrator

1. Preschool Key Holder
2. Open doors, check lights, and heat
3. Greet children and parents as they arrive
4. Notify parents in the event of closure due to weather
5. Shop for supplies
6. Plan special days and events
7. Work with parents as volunteers
8. Help plan the Preschool graduation
9. Help plan the end of the year Celebration
10. Coordinate the parent area with necessary information
11. Complete Playground inspection monthly

III. State

1. Complete yearly inspection.
2. Schedule and file fire inspections.
3. Keep files on children and staff.
4. Be familiar and comply with the licensing law.
5. Report any child abuse to the proper authorities.
6. Comply with Step Up To Quality.

IV. Staff

1. Interview and hire staff with permission from Administrator and Owner
2. Supervise the entire program.
3. Provide information on available workshops.
4. Call- in substitutes.
5. Substitute when needed.
6. Coordinate fundraisers, as necessary
7. Observe and evaluate all employees every three months.

V. Relationship with the Salem Nazarene Center

1. Must attend all Preschool Board Meetings.

2. Must submit a monthly report to the Preschool Board.

JOB DESCRIPTION

Title: Substitute Teacher

Job Summary: The Substitute Teacher will be responsible for classroom lesson plans as left by the Lead Teacher in his/her absence. Receives supervision from the lead teacher and the administrator.

Workstation and Assigned Area: Will be assigned a classroom by the Administrator.

Supervises: None

Supervised By: The Administrator

Qualifications:

1. Be at least 18 years of age.
2. Have a High School diploma or equivalent.
3. Be able to lift 40 pounds and be able to stand most of the day.

Requirements: According to Childcare Licensing 5101:2-12-08

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Be fingerprinted by The Department of Job and Family Service (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
4. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
5. Complete 10 hours of in-service training yearly July 1st -June 30th only if working more than 90 days.
6. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Child Abuse and Neglect (at hire and every 2 years)
 - d. Center Orientation.
 - e. Employers will pay for these services.

Major Policies and Procedures that must be learned:

1. Communicable Disease and exclusion of sick children.
2. First aide and medical emergency
3. Fire evacuation
4. Tornado and severe weather evacuation
5. Child abuse reporting
6. Discipline
7. Cause(s) for termination of staff and students.
8. All Step Up To Quality procedures

Major Duties and Responsibilities:

1. Assure the lesson plan left by the Lead Teacher is followed through.
2. Serve as Lead Teacher or Teacher's Aide in his/her absence.
3. Care for the classroom's physical environment.
4. Maintain open communication with the other teachers.
5. Maintain proper discipline of the children and classroom happenings.
6. Work closely with the children as they work and play; helping the teacher carry out plans and assisting the children.
7. Maintain proper ratio 1:8 in pre-k room and 1:8 in preschool room.
8. Perform light housekeeping duties as needed such as: wiping down tables, washing dishes, cleaning restroom, sweeping, vacuuming, etc.
9. Always know the whereabouts of all the students.
10. Greet and interact with children as they participate in activities
11. Be a Team Player. Be willing to assume responsibility for other appropriate tasks as determined by the lead teacher or administrator.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.

To the best of my ability I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their nurturing of children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

This statement of Commitment expresses those basic personal commitments that individuals must make to align themselves with the professions responsibilities as set forth in the NAEYC Code of Ethical Conduct.

Newsletters

The Administrator will publish a newsletter for the preschool on the last Friday of the month. All Lead Teachers must turn in anything they wish to have in the newsletter to the Administrator by the last Monday of the month.

Employee Status

Administrator- 5 days Monday-Friday

Lead Teacher- 2-5 days Monday-Friday

Teacher's Aid- 2-5 days Monday-Friday

Director Designee-2-3 days and when needed in the absence of the Administrator.

Substitute- When needed

Employee Positions/Assignments

Staff positions and assignments are set by the Administrator. Staffing is based on the needs of the preschool as related to the number of children enrolled as well as attempting to meet the parent's requests.

Letter of Intent

Employees MUST submit their letter of intent and class placement preference for the upcoming preschool school year in writing on the designated form that can be received from the Administrator no later than March 31st. The written request will be taken into consideration when classroom placements are being completed.

Employee Schedule

At the beginning of the school year staff meeting, all employees will be given their schedules for the year.

Administrator- Monday, Tuesday, Wednesday, Thursday, Friday

3 & 4-year-old Teacher- Tuesday, Thursday
3 & 4-year-old Teacher Aid- Tuesday, Thursday
4 & 5-year-old Teacher- Monday, Wednesday, Friday
4 & 5-year-old Teacher Aid- Monday, Wednesday, Friday
Director Designee- Monday, Tuesday, Wednesday, Thursday, Friday
whenever the Administrator is not in the building.

Staff Meetings

Staff meetings are held monthly and are set by the Administrator. These staff meetings are on the calendar given to employees at the beginning of the school year. Occasionally, extra staff meetings that are not on the calendar may be needed to discuss current activities. Since communication is vital in running a smooth program, attendance at staff meetings is MANDATORY and will be included in your yearly evaluations.

Snow Days and Make-Up Snow Days

Little Loves Learning Center has allowed for a total of five snow days, anything after that may need to be made up. This is at the Administrator's discretion. These days may be made up by either field trips, or actual school days. Little Loves Learning Center does not pay for Snow Days. Paid days are for days actually worked.

Attending Preschool Functions

All Little Loves Learning Center employees MUST attend all preschool functions. The following events and activities happen annually at the preschool.

1. Preschool Beginning of the Year staff meeting
2. Parent Orientation
3. Open House
4. Parent Teacher Conferences
5. Preschool Sunday
6. Preschool Graduation and End of the Year Celebration
7. All staff meetings (as required by the Administrator)

Additional events and activities may be added at the Administrator's discretion.

Hours of Operation

Monday – 8:15 am-3:30 pm
Tuesday - 8:15 am-12:00 pm
Wednesday - 8:15 am-3:30 pm
Thursday - 8:15 am-11:00 pm
Friday - 8:15 am-12:00 pm

Orientation

All new employees are oriented to Little Loves Learning Center policies and procedures. Orientation will take place before the employee starts at the preschool.

The orientation program covers all the following:

- Review of preschool policies.
- Tour of Preschool
- Training in emergency procedures, including the operation and location of fire extinguishers.
- Job responsibilities and any other duties as assigned.

- Schedule of Little Loves Learning Center.
- Explanation of all outside training (i.e., CPR, First Aid, Communicable Disease, Child Abuse, etc.)
- The procedure for ensuring that all employees always know the children assigned to them and their whereabouts.
- Child management techniques.
- Confidentiality policies

Parent Teacher Conferences

We will hold parent teacher conferences twice a year. The first conference will be in November and the second will take place in March. During these conferences, we ask that the child not be present. This will give the teacher and you the time to talk openly and honestly about how the child is doing in preschool. During parent teacher conferences, the teacher will go over the child's growth. This is also the time to discuss any concerns that you may have, and the teacher will do the same.

The administrator will be present during all conferences.

Training

State rule 5101:2-12-10B, requires "Each childcare staff member and administrator of a childcare center shall complete a minimum of 6 clock hours of training annually, July 1- June 30. The 6 hours of training shall include trainings in child development, health and safety, child abuse recognition/prevention, first aid and management of communicable disease.

Additional hours will need to be completed to meet the requirements of Step-Up-To-Quality.

- Administrator (15 annually)
- Director Designee (10 annually)
- Lead Teachers (12 annually)
- Assistant Teachers (10 annually)
- Substitutes (10 annually if working more than 90 days)

Validated certificates given at in-service workshops MUST be on file in the Administrator's Office.

The Administrator will register each employee for these in-service training. Each employee must have an account on www.occrpa.org, to sign up for the training.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Little Loves Learning Center uses this period to evaluate employee capability, work habits, and overall performance. Either the employee or Little Loves Learning Center may end the employment relationship at will and at any time during or after the introductory period with just cause to be documented and explained in a written notice to be signed by both parties. All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire.

Field Trip Policy and Procedures

Little Loves Learning Center employees are not permitted to transport any children. Page 3 of the Child Enrollment and Health Information Form includes a section requesting permission for emergency transportation (i.e. Ambulance) for the child if necessary. Preschool staff will call the parent first before calling for emergency transportation IF possible. If this part of this form does not grant permission, we will not be permitted to call emergency transport for the child. Little Loves Learning Center will still

provide care to students whose parents do not grant permission to transport in an emergency, but we strongly encourage that they sign.

To ensure the safety and supervision of children on field trips the following regulations will be enforced:

1. Parents/guardians will be responsible for transporting their children to and from the field trip.
2. The parent/guardian will remain with the child for the duration of the field trip.
3. Upon arrival, attendance of the children will be taken by an employee and the Administrator.
4. The Administrator or Director Designee will attend every field trip.
5. Little Loves Learning Center employees will place an identification tag on each child upon arrival that contains the preschool's name, address, and telephone number.
6. Upon departure, attendance will be taken, and all identification tags will be collected.
7. Each child's Health and Enrollment form (JFS1234) and Medical Physical Care Plan (JFS 1236) will accompany them on all field trips. These documents are in a folder in each first aid kit.
8. A Little Loves Learning Center employee trained in first aid will accompany all children on field trips.

Professional Demeanor

Demeanor involves your manner and your non-verbal tone and gestures. At Little Loves Learning Center every administrator, director designee, teacher, teacher's-aid, and substitute must be conscious of their emotional undertone that they are exuding.

Four Characteristics to Maintaining Professional Demeanor

- Pleasant smile
- Gentle approach
- Friendly greeting/conversation
- Maintaining professionalism

NOTE: All employees at Little Loves Learning Center will greet every parent and family with a smile, to let them know that you are genuinely happy to care for their child.

Employee Conduct

Teachers are teaching by example from the time they enter preschool until the time they depart. Care should be given regarding language and personal conduct during your presence at the preschool.

PROFESSIONALISM IS VITAL.

The purpose of this preschool is to provide quality care that ensures the health, safety, developmental progress, and happiness of all the children enrolled at the preschool. This will result in parent satisfaction and confidence in our preschool program and employees. If we strive to meet these goals, as a teacher and teacher's-aid, all employees must be particularly careful not to take any action that may be potentially dangerous or harmful to a child, or that would cause legitimate parental concern whether inside or outside of the preschool.

It cannot be said enough that all our employees must use discretion in any conversation they may have with parents or employees about children or the preschool. If you have knowledge about a family that needs to remain confidential, it needs to remain that way. It is every employee's duty to keep everything they know and hear confidential. Informal friendly conversations are fine. We want the preschool to be a happy and friendly environment for the children, their families, and our employees.

It is also important that you are sensitive to parent's moods. If you have a problem during class with a child, it is your responsibility to deal with this appropriately. The Administrator may be called upon whenever necessary.

PERFORMANCE EVALUATIONS

Daily Support

Employees are strongly encouraged to discuss job performance and goals with the Administrator on an informational, day-to-day basis.

Coaching Meetings

Little Loves Learning Center will also support all employees with ongoing and regular coaching meetings to address any employment issues at which performance concerns may be addressed (on an as needed basis). These may also come in the form of staff meetings, after regular work hours have ended. All employees MUST attend all staff meetings when announced.

Mid-Year Review (December)

In December each school year, reviews will be performed to measure the individual performance on established objectives and personal growth goals for the rest of the year. These goals are to be met by the end of the school year.

Introductory Period Evaluation (Within the first 90 days)

A formal performance evaluation will be conducted at three separate times during the introductory period, 30-day, 60 day and 90 day.

Formal Performance Evaluation (End of School Year-Middle of May)

Additional formal performance evaluations will be conducted to provide the Administrator, as well as the employee, the opportunity to discuss job tasks, identify, correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. At this time, goals will be set for the next school year. The Administrator will be responsible for coordinating evaluations and providing the necessary support.

EMPLOYEE TERMINATION

Employee Resignation

If an employee intends to resign, a letter of resignation must be submitted to the Administrator at least two weeks prior to the departure date.

Employment Termination

An employee may be terminated for gross negligence in performing required duties, failure to provide quality performance or serious repetitive breach of operation rules.

The following violations will result in immediate dismissal:

1. Punching, hitting, grabbing, shaking, biting, or spanking a child and/or using corporal punishment.
2. Endangering the life or safety of a child.
3. Abusive language/behavior towards a child, parent, or staff members.
4. Unauthorized removal of property from the preschool.
5. Unauthorized removal of permanent records from the Administrator's Office.

6. Divulging confidential information to unauthorized persons.
7. Refusal to perform assigned tasks.
8. Gross carelessness or negligence.
9. Willful destruction of property.
10. Inciting others to limit their work performance.
11. Subjecting a child to ridicule or humiliation.
12. Depriving a child of food.
13. Extreme or repeated unprofessional behavior.
14. Insubordination towards the Administrator, Owner or Preschool Board.
15. Falsification of any kind.
16. Posting or sharing rumors or negative information about Little Loves Learning Center, its Administrator, other employees, or children enrolled on social media or otherwise.

Should a problem arise where dismissal is not merited, the Administrator will deal with the problem immediately by having a conference with the employee to discuss the problem and what can be done to correct the problem including a time of resolution. Such conferences will remain confidential between the Administrator and the employee. This action plan will be written and signed by the Administrator and the employee to

indicate that he/she has received and understood the implications contained in the plan. The employee and Administrator will receive a copy of the plan, and a copy will be placed in the employee's personnel file.

If, on the date agreed upon, the resolution of the problem has taken place, the Administrator will note the resolution, sign, and date all copies. The resolution will remain permanently in the employee's personnel file. If the problem is not resolved and agreed upon by the date indicated, the employee will be terminated and a letter to the effect will be given to the employee.

DRESS CODE

Personal Appearance/ Belongings

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image Little Loves Learning Center presents to parents and their children, visitors, and guests. Teaching at any level is a professional job. Therefore, your attire **MUST** be of a professional nature. Our philosophy is to provide a culture that allows staff to dress in a style which presents a neat, business-like appearance and that promotes confidence and professionalism to the public. We expect you to accept the responsibility of dressing appropriately for your position or situation. With that in mind, the following dress code will always be implemented and enforced.

- **Jewelry** should be conservative. Earrings should be small, conservative, and secure, to prevent children from grabbing and pulling loose.
- **Tattoos** should always be covered.
- **Shoes** must always be neat and in good repair. Tennis shoes or flats are best, but not the only shoes that may be worn. Since you are engaging the children in activities on the playground, shoes should be appropriate for the situation. Open toe or open heels may be worn in the warmer months.
- **Clothing** should always be clean and in good repair. You are hired to work with children and being down on the floor frequently is part of the job responsibility. Clothing must be appropriate to engage children in all types of activities throughout the day. Jeans and capri's are allowed, however they must be fit loosely with no holes or lavish accessories. **NO** sweatpants or yoga

pants, t-shirts (unless it is your Little Loves t-shirt) or low-cut blouses or pants should be worn at any time. Comfortable dress attire (dresses, skirts, blouses, pants, sweaters). ALL employees must wear their Little Loves Learning Center t-shirts on all field trips, and other designated days. These shirts may be purchased upon hire.

NOTE: Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Consult your Administrator if you have questions as to what constitutes appropriate dress.

Personal belongings MUST be kept out of reach of children and in a secure location such as a cabinet; even though we are in a church, theft can happen. The preschool/ church is not responsible for money, personal items, or any other belongings that are stolen.

PAYROLL

Paychecks

Paychecks are distributed from September-May bi-weekly. At Little Loves Learning Center, your Administrator will distribute paychecks by noon on Friday.

- **Pay**
 - Administrator- Salary Position
 - Teachers- Salary Position Based on experience
 - Teacher's Assistant- Paid by session worked
 - Substitutes will be paid based on what session they sub for.
- **Corrections**
 - Little Loves Learning Center takes all reasonable steps to ensure that all employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday (bi-weekly each month September-May) by noon.
 - In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrator so that corrections can be made as quickly as possible.
- **Employee Check Loss Policy**
 - If an employee loses his/her paycheck, Little Loves Learning Center will put a stop payment on that check and will write another check for the same amount minus a **\$30.00** deduction (to compensate for the **\$30.00** stop payment fee that the bank charges the preschool). It is the
 - employee's responsibility to keep track of his/her paycheck and deposit it within a reasonable amount of time.

Pay Scale

Administrator-Salary (paid all the month of June and August)

Teachers-Hourly Rate (September-May) Based on experience

Teacher's-Aides-Hourly (based on Ohio's minimum wage)

COACHING AND PROGRESSIVE DISCIPLINE

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally makes mistakes or need guidance for optimal performance of teaching duties. When an employee needs guidance, progressive discipline will be followed. Those procedures may include, but may not be restricted to the following:

First Occurrence= Verbal Warning
Second Occurrence= Written Warning with Written Action Plan
Third Occurrence = Administrative leave without pay
Fourth Occurrence = Termination

ATTENDANCE

Time Off /Absentees

The preschool cannot operate effectively or efficiently unless its employees can be depended upon to come to work on a timely and consistent basis. Little Loves Learning Center employees who take excessive time off or abuse the benefits of personal/sick provided, are subject to disciplinary action up to and including termination.

Leave of Absence

A leave of absence shall be granted in accordance with the Family and Medical Leave Act. This entitles the employee up to twelve weeks of unpaid leave per year for the birth of a child, the employees' serious health conditions or illness, or caring for a member of the employees' immediate family with a serious health condition (i.e., husband, wife, child, mother, father, mother-in-law, father-in-law, siblings and siblings-in-law). Request for any such leave of absence shall be made on the required form and turned in to the Administrator at least two weeks prior to the date the leave is desired to begin. No leave shall be extended without prior approval from the Administrator. If the employee has not used their 3 paid personal/sick days, these days will be used for the first 3 days of leave.

Time Keeping

Accurate recording of time worked is the responsibility of every employee. Federal and state laws require Little Loves Learning Center to keep accurate records of time worked to calculate employee pay and benefits. Time worked is all the time spent in the classroom.

It is the responsibility of the employee to clock in and out. It is strictly prohibited for another employee to clock another employee in or out.

NOTE: Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination.

Reporting Off/Lateness

Reporting off due to illness, child's illness, or family emergency MUST be called as soon as the illness or emergency occurs.

Employees are required to call the Administrator, Stacy Corll at (330) 383-5913. Please try this number until the phone is answered. It is not an acceptable call off if any employee calls or texts another co-worker and reports off to them.

It is the responsibility of the employee to notify the Administrator personally BEFORE their start time. State the reason for the lateness and when you are expected to arrive. Failure to call in personally to report absence or lateness is a violation of preschool policy, and the absence or lateness will be considered unauthorized. Calls from friends or relatives on your behalf will not be accepted as an

authorized notice of absence or lateness unless you are in the emergency room; then when you are able you should call the Administrator. You may be required to submit evidence verifying the reason for your absence or lateness.

All absences and lateness will be monitored. Two call offs a month is considered excessive without just cause (i.e., doctors excuse). Three or more lateness in a month is considered excessive without just cause. Excessive absences or lateness that begin to occur will be addressed by the Administrator. Progressive discipline for excessive absences and lateness will occur as follows:

First Occurrence= Warning
Second Occurrence = Written Warning
Third Occurrence = Final Warning
Fourth Occurrence= Termination

Lactating Employee Policy

As part of our family-friendly policies and benefits, Little Loves Learning Center supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Little Loves Learning Center has designated the room located in the Teacher's Lounge room number 102 for this purpose.

Employees must reserve the room by contacting the Administrator.

A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Breaks of more than 20 minutes in length will be unpaid, and recorded on timesheets where appropriate.

BENEFITS

Childcare Benefits

All Little Loves Learning Center employees who enroll their children at the preschool will have a 50% discount on tuition each month. The registration fee of \$60.00 still applies.

All employee parents must adhere to the same enrollment and attendance policies that regular customers observe, and the child or children must be the natural/adopted child or children of the employee or must have legal guardianship to qualify.

Vacations

Vacations should be taken during the summer months. NO vacations will be permitted to be taken during the school year. Exceptions to this MUST be approved by the Administrator.

School Cancellations

Little Loves Learning Center will operate on our own school schedule. Administrator need to have 15 in-service hours annually, Director Designee needs 10 in-service hours annually, Lead Teachers 12 in-service hours annually, Assistant Teachers 10 in-service hours annually, and Substitutes 10 in-service hours annually if working more than 90 days, we will be closed on in-service days. Please check the Preschool's calendar for closures. Our school closing will be announced on WKBN 27. You will also get an alert on Brightwheel about any closings. It will also be posted on our Facebook page and website. Parents are to use discretion when bringing your child out. If the Administrator feels that the weather warrants a closure on these days, she will make that decision.

Requests for Personal/Sick/ Mental Health Days

Each employee will have 3 personal/sick/mental health days to be used at the employee's discretion throughout the school year. These days may be taken all at one time or spread out. (Arrangements for personal time should be made at least two weeks in advance by notifying the Administrator). Each employee should fill out a personal/sick day request form that will be approved by the Administrator. You may get this form from the Administrator. Unused personal/sick days WILL NOT transfer over to the following preschool year; they will simply be expunged. These days will be granted on a first come, first served basis. These days are a request, not a guarantee; the needs of the preschool come first.

Jury Duty

If an employee is called for jury duty or subpoenaed to testify in a court of law or other legally constituted body during any portion of the employees' scheduled workday, that employee will receive their regular wage in full. Proof of jury duty attendance must be submitted to receive your pay.

Funeral Leave

Absences for funerals will be granted if a death occurs in an employee's immediate family. Bereavement time will be paid to all employees for up to three continuous days: the day of the funeral and the two days prior if these days fall on a scheduled workday. This is for the death of an immediate family member (i.e., spouse, parent, child, brother, sister, in-laws, and grandparents) If an employee needs more time off to grieve, this will be unpaid.

GENERAL POLICIES

Smoking Policy

The church and preschool are non-smoking facilities. Any employee that wishes to smoke must do so in their car.

Cell Phone Policies

All cell phones are to be silenced by 8:30 am. Cell phones are not to be used in the classroom, playground, on field trips, or any other preschool function that the children are present. They should ONLY be used in a preschool emergency. In personal emergency situations, please advise the Administrator and she will be happy to make other arrangements.

This includes NO TEXTING on the cell phone while in the classroom or while children are in your care.

Business Phone

Personal use of preschool telephone for personal calls is not permitted. There will be no personal phone calls while on duty at the preschool. Little Loves Learning Center phone is for business purposes only.

To ensure effective telephone communications, employees should always use the approved greeting; "Thank you for calling, Little Loves Learning Center. ____ (your name) speaking. How may I help you?"

Use of Equipment

Equipment used for job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care and follow all operating instructions, safety standards and guidelines. If any equipment needs maintenance, please inform the Administrator immediately.

No Solicitation/No Distribution

To avoid interference with our operations, no employee is permitted to distribute literature or solicit other employees for any purpose on preschool premises during preschool operating hours; before/after school is fine. The Preschool premises includes all areas where employees perform their assigned work duties. Operating time includes the time you are scheduled to work and includes other specified times you are expected to work.

Formal Grievance Procedure for Personnel of Little Loves Learning Center

Any formal grievance should be submitted in writing to the Administrator for review and a meeting shall be scheduled to discuss said grievance between the Administrator and the employees. If this form of meeting does not produce an acceptable resolution on the part of either the employee or the Administrator, the the current pastor of the church will be the next step in the resolution process. The Administrator should be informed by the staff member of the contact being made with the pastor out of respect but not as a form of responsibility.

The Administrator will keep an open line of communication with and between all staff members to alleviate any cause for formal grievances.

Employee Acknowledgment Form

I have received and read the Little Loves Learning Center Employee Handbook. I expect to be guided by the rules and policies contained therein. I further understand and agree that my employment with **Little Loves Learning Center** may be terminated employment at any time, with proper documentation. I understand that nothing in this handbook or in any oral statement or representation by any employee or representative of **Little Loves Learning Center** shall be deemed to create a contract of employment or any other modification of the at-will employment relationship. I also understand that any or all the provisions contained in the Employee Handbook may be modified, amended, or eliminated by **Little Loves Learning Center** at any time with or without notice.

Employee Signature

Date

Little Loves Learning Center Administrator's Signature

Date

(Employee Copy)

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Employee Signature

Date

Little Loves Learning Center Administrator's Signature

Date

(Administrator's Copy)