

Welcome to Greenbrier Christian Academy Preschool Program. We are excited about your participation in Greenbrier Christian Academy! We are confident in your ability to share the vision of this preschool ministry and trust you will perform with excellence during the school year. Greenbrier Christian Academy is an educational program staffed by qualified and professional teachers. You have joined a team that pursues excellence and seeks to glorify Jesus in all we do. “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Col. 3:17. This handbook is designed to facilitate any questions you might have regarding our program, policies, and your responsibilities during your commitment to this school. Please read this handbook thoroughly before you begin your employment with us. Be sure to also review it frequently. This handbook has been written to orient you to the Preschool Program and to provide you with the staff policies and procedures. It is important for you to be aware of these policies. The administration of Greenbrier Christian Academy reserves the right to modify or amend this handbook and its policies at any time. If you have any questions, concerns, or suggestions, please feel free to contact us. The Administration Staff is here to answer any questions regarding this book. After you have finished, please sign the last page and turn it in to our office. We hope your experience with us is a positive one! We look forward to working with you.

You are a blessing to us and we look forward to a successful year working together!

GCA Vision and Purpose

Our Vision At Greenbrier Christian Academy Is To: Minister the love of Jesus Christ to every parent and student of our program and everyone we encounter daily while preparing children for school success with developmentally appropriate activities. . The

purpose of this ministry is to lead others to a personal relationship with Jesus Christ and to build a Biblical foundation of truth in the families of our program. We accomplish this by showing the love of Jesus Christ in our own lives. We will also encourage parents who do not have a home church to get involved in a local church.

1. **Perform with excellence as a teacher.** All teachers are expected to be prepared in class, attentive to children and their parents.

Our Purpose at Greenbrier Christian Academy

To provide quality childcare for children of working and stay-at-home parents. The hours of operation during the school year are 6:00am-6:00pm. Greenbrier Christian Academy enrolls children from infancy to 4th grade. Our purpose is to serve the families of Central Arkansas.

Mission Statement

The mission of the Greenbrier Christian Academy Preschool Program is to provide a model program that is responsive to the changing needs of the children, parents, faculty, staff, and community. For the children, we strive to maintain a safe, healthy, and nurturing environment where the developmental needs of the children are addressed. It is our goal to serve as a resource for support and education. For staff, we strive to provide an atmosphere that will attract and retain well-trained personnel, by maintaining good working conditions. We encourage a sense of cooperation and open communication among members of the preschool community. The Program maintains high educational and training requirements for our staff.

Greenbrier Christian Academy's Values

Teamwork. Teamwork is everyone doing their part by putting the greater good of the whole above personal recognition or gain. We are all part of one team. We recognize the vital importance of working successfully with others and are committed to being a trusted partner with all who join us in pursuing our

vision. The team members support the self-esteem of others and take pride in others' successes. Team members hold themselves accountable for their performance. As individual team members improve and grow, we all improve and grow.

Trust. We all must rely on the character, ability, inner strength, and judgment of the organization and its people. To deserve trust, you must be trustworthy. Shared values and expectations are essential for developing trust. Our leadership team will take the lead in creating an environment which dissolves traditional barriers between work groups and promotes communication and cooperation, leading the systems thinking. This will diminish fear and mistrust among members of our organization.

Respect. All people have value and should be treated with dignity, compassion, and respect. Employees want to be proud of their work. The leadership's responsibility is to cultivate an environment that fosters pride and leads to personal and organizational growth. The first step is to empower the employees to improve work processes. We will lean toward improving performance rather than evaluating performance. And we will encourage the employees to join leadership in focusing on long term versus short term goals. We will invest in the future by investing in people through a vigorous program of education, training, and encouraging self-improvement. We know our greatest resources are our employees. We also understand that learning is a lifelong process.

Commitment to the Parents. We pledge excellence in our service to the parents. We are here to serve our parents. This is the reality born of good intent, excellent skills, an understanding of our parents' needs, and a commitment to continuously improve on the part of all employees. We must listen to our parents' evaluation of how we are meeting their needs as an opportunity to improve our services to them, rather than viewing their comments as complaints. Generosity and caring are the nutrients that help us grow. Self-serving activities only detract from our growth.

Loyalty. We must be faithful to the organization and its people. We show commitment to our Purpose, Vision, Values, and to our parents by displaying a caring attitude and an interest in all those with whom we come in contact. In order to enlist our parents' allegiance to our organization, we pledge to pursue

open communication allowing continuous feedback and to treat our parents in accordance with our values. We seek a long term relationship with each other.

Philosophy

Greenbrier Christian Academy is designed to minister to young children through quality early childhood education while nurturing Christian values and equipping children academically, socially, physically, and spiritually. Offering a loving, structured, and safe atmosphere, Greenbrier Christian Academy will encourage and empower families through faith, academics and child centered learning.

Greenbrier Christian Academy will promote physical development skills by:

- Integrating developmentally appropriate fine and gross motor skills
- Protecting their health and safety
- Planning rest and relaxation
- Maintaining excellent adult and child ratio

Greenbrier Christian Academy will promote social development skills by:

- Group participation and creative play activities
- Interacting with adults and peers
- Encourage self-control, self-expression, and self-concept skills
- Encourage safe and appropriate use of materials
- Displaying love and affection
- Encourage independence

Greenbrier Christian Academy will promote spiritual development by:

- Integrating fruits of the spirit
- Building a foundation of Biblical stories and scriptures through activities and lessons
- Teaching children a spirit of thankfulness through prayer

Greenbrier Christian Academy will promote academic development by:

- Integrating age appropriate concepts and skills through developmentally appropriate practices
- Encouraging and supporting children in problem-solving
- Supporting new and emerging skills

The GCA Preschool Program is founded on the philosophy that children, their families, and society, benefit from high quality early childhood programs. We believe there is a critical link between a child's early experiences and later success in life. The program is based on the belief that children need time to be children and experience their childhoods. Teaching is the art of providing young children with an environment that encourages active exploration and discovery. Projects are planned, yet responsive to individual needs, and environmental happenings. Opportunities are provided for the children to take responsibility, make decisions, and learn through play in mixed age groupings. Children's positive feelings of self-worth must be the foundation of all curriculum development in early childhood. Each child's learning is filtered through his or her unique screen of self-concept. Each child brings his or her own world to us each day. At GCA Preschool Program, free play is structured into a free choice concept. Activities are selected to maximize the classroom space as well as varying and rotating choices daily to enhance creativity and curiosity. The teaching staff is sensitively aware of how young children learn. Children process knowledge by using their whole self to gather information. Because children absorb what their bodies are experiencing, the more involved the experience, the greater the potential for learning. The cultural experiences and the ethnic values of the individual child must be incorporated into the teaching tools for each child. Good materials should capture interest and curiosity and should challenge the learner. Children need their goals broken down into smaller components appropriate to their developmental level. The process involved in finger painting, building a "block tower", making a "mud pie", or drawing letters in the sand is what really is important. At the GCA Preschool Program, we value the importance of play in the learning process. Play is powerful. Play is child-centered. Play is active learning for young children.

GENERAL INFORMATION

HANDBOOK INTERPRETATION

This handbook is intended to provide employees with a general understanding of the Greenbrier Christian Academy policies. The policies in this handbook supersede and replace all prior published and unpublished policies. The information in this handbook should be helpful in familiarizing employees with Greenbrier Christian Academy

policies. However, this handbook cannot anticipate every situation or answer every question about employment. Neither this handbook nor any provision in this handbook constitutes a contract of employment or any other type of contract. Greenbrier Christian Academy must demonstrate flexibility in the administration of policies and procedures when such action is deemed necessary. This handbook is therefore subject to change at the sole unilateral discretion of the Greenbrier Christian Academy Director. We hope the contents of these pages will help you adapt to your new surroundings and to the policies which are applicable to you. Knowledge of the policies and practices of Greenbrier Christian Academy is very important to your work. Please acquaint yourself with the handbook and keep it handy for reference. Should you have any additional questions, please ask the Greenbrier Christian Academy Director. As the ideals and practices in this handbook are upheld and continued, we will work together with one interest.....CONTINUOUS QUALITY IMPROVEMENT. Volunteers, Staff and all Substitutes are required to adhere to the staff and parent policies as needed.

HISTORY

Greenbrier Christian Academy began in June of 2012 as a ministry outreach in Greenbrier. We exist to meet the needs of working and stay-at-home moms in Conway, Greenbrier and the Faulkner County area. Our goal is to see young children become fully devoted followers of Christ and be fully prepared for school while having fun through learning activities.

ENROLLMENT POLICY

The Preschool operates year round. The hours are 6:00 a.m. to 6:00 p.m., Monday through Friday. Children who are full-time GCA students receive first priority. Group size is limited. Small group size reflects the program's philosophy of planning for the needs of each child.

PRESCHOOL OFFICE

Please direct all business related concerns (schedule changes, tuition questions, etc...) to the office only. Tuition fees are based on a weekly rate only. No refunds can be made due to illness, holidays, inclement weather, staff training days, or other legitimate conditions beyond the control of the Preschool Program.

Staff Childcare

Please ask the administrators for a tuition quote for staff childcare. Staff is responsible for the same policies as listed in the parent handbook. Please refer to the parent handbook for a complete list of policies that you may be responsible for.

GCA Staff children may attend GCA at a negotiable discount off the set tuition. The registration and supply fee is NOT waived and must be paid by the time set by your director. Your child will be placed in the care of another teacher and will be expected to follow all program rules. Payroll deduction may be available. Staff parents must pay their child's tuition by every Monday or have tuition deducted from the staff's paycheck, or late fees will apply. If an employee leaves the program with a balance due, it will be deducted from the last paycheck. GCA staff will not receive a discount on tuition if your child is on vouchers.

SIBLING DISCOUNTS

GCA will continue to offer sibling discounts to parents who have multiple children enrolled in preschool. We will deduct 10% off your child's lesser tuition amount for siblings. This is not offered to GCA staff due to the teacher discount that all staff receives.

WEB CAM ACCESS

GCA has installed secure web cams with virtual access to your child's classroom, during school hours, through our website. There is a cost each semester to view your child's class online. Parents will be assigned a password before being able to utilize this service. Administrators view the webcams throughout the day and as needed. All video is recorded for reference if needed.

ANNUAL PARENT AND STAFF SURVEY

Parents and staff are asked to complete a survey annually. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program to help set program goals for the next year.

Arrival & Departure Policies (from Parent Handbook)

During the first week of school, Greenbrier Christian Academy welcomes parents to walk-in your child that week. Parents are to sign their children in and walk their child to his or her designated class. Children will only be released to individuals listed in the enrollment/registration authorized list and who can provide the accurate security code. Driver's license

must be presented to Greenbrier Christian Academy upon request. Children should arrive at the school **fully dressed** and ready to participate in the day's events. We do not have extra staff to assist in changing children out of their pajamas. To determine what the daily schedule is and what activities are planned for the week, parents need to check with their child's classroom teacher. Parents must notify the school if the child will arrive **after 8:30 a.m.** so that the school may include them in the lunch count, or you may be responsible for providing a lunch for your child. **Children may not be released without proper authorization and security codes. Please be familiar with the policies regarding pick up and what the teacher responsibilities are.**

Sign In/Out and Authorizations for Pick Up (from Parent Handbook)

You are required by the Arkansas State Licensing Department to sign your child in and out each day. Parents are issued individual scan cards/pin numbers. These scan cards/pin numbers are user specific, and should only be used by the person to whom it was issued. The scan card/pin number should be used to sign in and sign out your child(ren) each day. If someone other than the parent will be dropping off or picking up, a written sign in/sign out sheet will be provided.

Greenbrier Christian Academy will ask to see the photo ID of any individual that the staff member does

Greenbrier Christian Academy will be closed for the following dates at the discretion of the Director, based on what day the holiday falls on:

September	Labor Day
November	Thanksgiving Holidays
December	Christmas Break
January	M.L King Day
February	President's Day
March	Good Friday (if CPS is closed)
May	Memorial Day
July	Fourth of July

We will let you know a week in advance of additional closings by posting them in the newsletter and on the front door as needed. All staff is responsible for being in the rotation of working holiday schedules. Ask your director for more information of this requirement.

Policy on School Closings/Delayed Openings

not know when picking up a child. Please inform these individuals to be prepared to present his/her ID. A person must be at least 18 years of age to pick up a child. Children must be escorted to and from the school in an age appropriate car seat! *If you do not have a car seat at the time of pick up, GCA will loan one out. You may not leave the property without a child fully secured in an age appropriate car seat.* Children must be signed in and out with the responsible parties' full name that is on your child's authorized pick up list while providing the correct security code. Child Custody: We legally cannot withhold a child from his/her parent without a court order. If you have custody of your child and do not wish for your child's other parent or individuals to pick up your child, you must supply us with a copy of the custody order and photos when possible. We prefer to have photos of people who are not allowed to pick up your child to identify them when necessary should they ever come to our campus.

Schedule of Operation

Greenbrier Christian Academy is a year round program. We are open 12 months out of the year, with appropriate closings on nationally recognized holidays. Preschool hours are 8:00 a.m.-3:30 p.m. with before and after school care offered from 6:00-8:00am and 3:30-6:00pm for children.

When the public schools cancel classes, have a delayed opening or early closing due to inclement weather, or other emergency situations happen, the Preschool will make a decision that is best for the safety of our children, parents and teachers. All staff members are to report to work according to the revised schedule. Announcements of closings and/or delayed openings will be made on local television. You may also check www.arkansasmatters.com, www.kthv.com or www.katv.com. **(Local TV Channels 4, 7, and 11. We will email out notice of school closures or delays as well as text alerts, if you have registered for them.**

Inclement Weather Pay Policy

Full time staff only that have surpassed their 90 day probationary period and is not otherwise on any kind of probation period will be paid inclement weather pay. Inclement weather pay is up to 8 hours per day only, not to exceed 40 hours per week. If you leave early the day before or after an inclement weather incident, you will be ineligible for inclement weather pay. Staff must work the day before and the full day after the inclement

weather incident in order to qualify for inclement weather pay. Inclement weather pay is typically 8 hours with understanding and agreement that the staff member typically works a 40 hour work week and has not had an “unapproved overtime” for that week. If unapproved overtime or other time is used, your hours may be reduced to get you to the 40 hour amount. (For example, if you typically work 40 hours/week & have inclement weather pay, but the incident week you worked 35 hours (32 approved and 3 unapproved), you would be paid 40 hours). It is our policy that staff shall be paid for the time worked and inclement weather pay is a “bonus incentive” for staff retention to be used at the discretion of the Director. If you have not accurately documented your work time on the time clock, you may be ineligible for holiday pay, inclement weather or paid time off.

If a staff member has a PDO request made IN ADVANCE of the inclement weather incident and has followed the PDO policy for approval, and this PDO happens to occur the day before or after the inclement weather incident, the staff will still receive inclement weather pay. If a staff member is approved for overtime on a “typical week”, the staff member will receive “straight time” but no overtime. However, few, if any staff will be approved for overtime.

If the preschool has a delayed opening and a staff member does not come to work for any reason, the staff member is ineligible for inclement weather pay for that day and any other surrounding days that may affect the day before/after rule.

All salary staff is exempt from this rule and will be paid as normal during holidays, inclement weather and breaks.

Licensing

GCA is licensed by the state (Office of Child Care Services at the Arkansas Department of Health and Human Services) and abides by all rules and regulations outlined by the state agencies. Staff members are to follow these rules as dictated by the Director. A copy of the Minimum Licensing Requirements is on file at each GCA site. You will also be trained in these rules and regulations.

Each staff member is provided with a copy of the minimum licensing regulations book. The biggest Licensing Regulations that you need to be aware of

include but are not limited to the following: (please refer to your licensing book for comprehensive regulations)

- ✚ Check all diaper bags, back packs and bags daily. Remove any hazardous materials. IE: sunscreen, diaper cream, hand sanitizer, medications, Chap Stick, etc. Please place in a Ziploc baggie with child’s name and place in a locked teacher cabinet.
- ✚ Keep all chemicals locked up at all times. Anything that says, “Contact Poison Control” must be locked up. Bleach water and soapy water may be kept out of reach of children on a high cabinet.
- ✚ All sippy cups and bottles must be labeled at all times. Please check cups/bottles upon entry into the classroom and label with a sharpie marker. Please re-label daily or as needed as the name fades.
- ✚ Changing tables must be cleaned (top and bottom) after each use. Underneath the changing table must be as clean as the top.
- ✚ Food and medications or chemicals may not be stored together.
- ✚ All cabinets must be locked at all times (no matter what is in them).
- ✚ Classroom schedules, fire/tornado exits, and emergency numbers must be current and posted on the back of the classroom door at all times.
- ✚ Soap and disposable paper towels must always be available at each sink.
- ✚ Sleeping infants must always be placed in a bed/crib to sleep. No boppies or props may be used as pillows.
- ✚ Each child shall have a sheet and blanket at naptime. If a child does not have a blanket; GCA will provide an extra one. (Check the infant rooms).
- ✚ Upon departure and re-entry to the classroom, ALL children must be counted to ensure safe arrival/departure.
- ✚ Incident and Accident reports must be used when injuries occur. Please provide the signed parent copy to the director at the end of the day. All reports must be completed the day the incident occurs.

Self-Reporting

A staff member must notify the Site Director immediately if he/she observes or is made aware of a potential licensing violation including but not limited to, violations related to transportation, inappropriate

behavior guidance, leaving children unattended or unsupervised, staff/child ratio violations or any other violations or any other violation that could imminently affect the health and safety of children. The Site Director will make the determination if the potential licensing violation qualifies as a "self-report" for child care licensing. If so, the Site Director will call the child care licensing specialist to notify them of the potential licensing violation and coordinate any action required.

Accreditation

Accreditation is given by several organizations. Each accrediting organization requires adherence to a specific set of child development standards. Programs undergo in-depth self-assessments, independent observation, and approval by professional experts. In general, accreditation evaluates the center's staff qualifications, parent communication, interactions, curriculum, health and safety, and administration. GCA is STATE ACCREDITED BETTER BEGINNINGS LEVEL 1 PROGRAM!

A number of childcare organizations have established quality standards which go beyond a state's minimum licensing requirements. When a center becomes accredited, it has voluntarily decided to meet high national quality standards and has made a commitment to provide the kind of care, attention, and stimulating activities children require. Accreditation is optional, but we strongly believe it is of high value and importance to complete this process!

Act 1268 of 1993, established a refundable credit for taxpayers who place their children or dependents in a facility that had a certified childcare program. The credit is equal to twenty percent (20%) of the Federal Child Care Credit. The Arkansas Early Childhood Credit differs from the Federal Child Care Credit because it is refundable and any excess of the credit over the tax liability can be returned as an overpayment. To be able to claim the Early Childhood Credit, a qualified individual must meet all the requirements for claiming the Federal Child Care Credit and have incurred child care expenses at an Arkansas licensed or registered facility that is certified at Better Beginnings level 2 or Better Beginnings level 3 by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education.

Each December a list of facilities certified at Better Beginnings level 2 and Better Beginnings level 3 (State Accreditation) will be submitted to the Arkansas Department of Finance and Administration, Individual Income Tax Division. The Individual Income Tax Division will distribute the Early Childhood Certification Form, AR 1000 EC, to each qualifying child

care facility. The child care facility is to distribute the Early Childhood Certification Form, AR 1000 EC to the persons who have had dependents enrolled in the facility that year.

GCA is an ACCREDITED PRESCHOOL...BETTER BEGINNINGS LEVEL 1!

Inclusion in the Classroom

The GCA Preschool Program provides for all children, including those with identified disabilities, and special learning and development. Modifications are made in the environment and staffing patterns in order to include children with special needs. Our staff is aware of the identified/diagnosed special needs of individual children and trained to follow through on specific intervention plans. Therapy is developed appropriately and incorporated within classroom activities as much as possible rather than removing the child from the classroom. The Lead Teacher makes appropriate professional referrals when necessary. Family members are involved in development and use of Individualized Education Plans. Our staff must address the priorities and concerns of families of children with special needs.

Special Needs

Greenbrier Christian Academy will accept any child whose needs can be met in the childcare setting provided that space is available in the program. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to himself/herself or to the other children. This must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden.

Non-Discrimination Policy

Greenbrier Christian Academy is committed to providing a learning, working, and living environment for its students, employees, and other members of the community. The preschool, which values the diverse backgrounds of all people, is committed to assuring that the "experience" is one which challenges, empowers, supports, and prepares its employees to live in, work in, and value our increasingly global and diverse world. GCA believes the diversity of socioeconomic, racial, ethnic, gender, age, and disability backgrounds of members of GCA enriches the institution and its various constituencies. GCA provides equal access to educational and employment opportunities at the school for all applicants, students, and employees regardless of race, color, sex, age,

national origin, disability, or veteran status in compliance with all Federal, State, and local laws, regulations, and policies. All benefits, privileges, and opportunities offered by the school are available to all students and employees on a non-discriminatory basis in accordance with the above-mentioned laws, regulations, and policies.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write or call:

USDA, Director
Office of Civil Rights Room 326-W, Whitten Building
1400 Independence Avenue, SW
Washington, DC 20250-9410
(202) 720-5964 (Voice and TDD)

EQUAL EMPLOYMENT OPPORTUNITY

Greenbrier Christian Academy shall conduct the school system on a nondiscriminatory and non-segregated basis. In the employment of personnel, the Board and the Greenbrier Christian Academy Administration will not discriminate against any employee or applicant for employment because of race, color, gender, national origin, age, or handicapping condition.

CODE OF ETHICAL CONDUCT

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 NAEYC Code of Ethical Conduct. To the best of my ability, I will:

- Ensure programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their task of nurturing 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 for 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.

The Statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.

PRIMARY CONCERN

The care of the children is our first and most important concern. You are considered a professional person working with young children. The love and care you give will reflect greatly upon our school. Children should not be left unattended at any time. Children are to remain in their appropriate age groups and be engaged in appropriately planned activities. Staff may not be engaged in independent activities that do not include children. (This includes activities such as card games of solitaire, computer or cell phone games, handheld games, text messaging, checking or sending personal email, personal cell phone calls, internet browsing, etc.)

Staff Policies

As employees of Greenbrier Christian Academy, we are leaders. As Christian leaders, it is important for us to walk in Christ-likeness and integrity and to align our conduct with the core values established for us as a team. When working together, it is necessary to have common rules of conduct so the actions of one individual will not be detrimental to other staff members at GCA. The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work at GCA and to insure all staff work under the same conditions.

GCA Staff Must Display:

- A sincere and loving attitude toward children (Patience and concern for their wellbeing is a must.)
- A dedicated and loyal attitude for your work and your fellow staff members
- The ability to handle any situation calmly and sensibly and the willingness to help others when the need arises
- Pride in your work, exemplified by offering the children creative activities while keeping your work area clean, tidy, and attractive at all times

Staff members will be asked to sign a “Commitment to my Colleague’s” statement at the beginning of their employment.

There are many rewards in working with children, which include sharing their sense of wonder, curiosity, warmth, and spontaneity. Helping them grow intellectually, physically, emotionally, and spiritually can be a very involving and satisfying experience. Most importantly, the love of the children you care for is the greatest job satisfaction.

Application Process

All staff members are required to follow the application process below. Successful completion of task one, will lead to subsequent levels

- Complete a resume
- Arrange for an interview with the Site Director
- Observe in the classroom
- Reference Check
- Background Checks
- A panel interview of early childhood colleagues
- Completion of Staff Paperwork
- Drug Test
- New Staff Orientation
- Membership to the TAPP Registry

**Completion of Staff Paperwork Packet does not ensure hire.*

Assignment

You will be assigned to a group of children. You will be responsible for keeping your area clean at all times and helping with the cleaning and organizing in other areas at the Director’s request.

Employee Records

All GCA employees have a complete file at the main office. This file complies with the State Regulations and includes:

- Completion of GCA Staff Paperwork Packet
- Copy of High School Diploma
- At least 2 reference checks.
- Background checks for criminal record (every 5 years) and child maltreatment (every 2 years).
- FBI fingerprint results (if lived outside AR in the past six years.)
- Employee Handbook acknowledgment.
 - Drug Test Consent
- Training Certificates
- Official copies of College Transcripts

- Copy of Driver’s License and Social Security Card (or birth certificate).
- Documentation of all current immunizations (including flu shot)
- Documentation of current TAPP registry membership and transcript

Annual First Aid & CPR Certification

All staff is required to complete a Pediatric CPR and First Aid course. Documentations of these courses must be kept in your personal file. Renewal of both is required and certification must not lapse. Training courses are available to employees throughout the year.

Training

As a staff member of the Greenbrier Christian Academy professional team, you provide quality care and education to the children we serve. Through an ongoing program of staff training and development, you will grow professionally. In addition to meeting the 25 hours of training each year (for Better Beginnings) we encourage additional hours of training for our staff. We stress individual improvement through workshops, conferences, or seminars. Any employee not acquiring the required 25 hours per year will not be eligible for an increase in pay and risk losing their continued employment with the program. There is a monthly required teacher in-service training.

Work Hours

Your work hours are the same for the majority of the time. You are expected to be flexible and punctual. You may be asked to come to work early or stay late as needed. The normal work hours for most GCA employees are 7:45a.m.-4:15p.m with a 30 minute unpaid lunch break. Before and After School staff hours will vary. Planning time should take place as required and discussed by the Director. Teacher planning time is scheduled. Staff should use this time to work on lesson plans, get art activities, carts, and snacks ready, put together supply lists, or other duties as assigned by the Director. Staff should be actively involved in GCA related business. Staff must not assume that not taking a lunch assures them they can leave early for the day. It is very important that everyone follows the appropriate work schedule. You are responsible for letting the Director know where you are at all times. The Site Director will use discretion on regulating hours when a staff member is found not to be using their planning time wisely.

Overtime

No program employee shall exceed 40 hours per week. In the event overtime is required, it must be approved by the Director. The employee must inform the Director when they become aware there is a possibility they may exceed 40 hours during the week. Schedules may be adjusted to prevent overtime. *In the event that a staff member works overtime without approval, the Site Director will deduct work hours from the following week to balance the unapproved work schedule.* Salary staff is exempt from this rule.

Full-Time Employees

An employee working 40 hours a week is considered a full-time employee. An employee working less than 40 hours a week is considered a part-time employee.

Volunteer Policies (from Parent Handbook)

A volunteer will be defined as a person who helps with classroom activities and projects but is not considered into staff or staff/child ratio. They are not given disciplinary control over children. A volunteer must be 18 years or older. We will run a state-issued background check for each volunteer, and they must provide three personal references. An exception shall be given to parents who volunteer to assist in field trips, special events, or on a one time basis.

Volunteers are encouraged to participate in classroom activities throughout the year. We cannot discount monthly tuition for your child in exchange for these volunteer opportunities. We will have opportunities for you to come in and do story time, to provide classroom snacks and other enrichment activities. If you volunteer on a regular basis, you may need to have a background check. The director will let you know in these cases.

The Time Clock System

Federal Wage and Hour law requires staff members who are paid an hourly wage to clock in and out each day as they arrive and depart work. It is the sole responsibility of the employee to clock in at their scheduled arrival time, during their lunch break and at their scheduled departure from the center. Falsification of time worked can result in immediate termination. Under no circumstances is an employee to be working at the facility off the clock without notification and/or prior approval by the Director. Employees may not work or be on the clock before or after regular working hours, or on the weekends without approval from your Director, doing so may constitute termination. Each staff member is assigned a unique pin code/scan card. This pin/card should be used to clock in and out each

day (including in and out for lunch break). No one else is allowed to clock another staff member in or out. A separate pin number is assigned for staff children to be checked in and out each day. Each week, time sheets must be reviewed and initialed for accuracy by the staff member. Failure to do so may result in paycheck error. Any payroll errors cannot be corrected until the following payroll period.

Probationary Period

All new staff will be under a 90 day probationary period. New staff members or employees who accept a different position with Greenbrier Christian Academy are on a probationary status for the first 90 days at the discretion of the Site Director (this does not include transfers that occur at “naturally occurring transitions times of the school year, i.e. August/Fall). During this probationary period, attendance and performance is monitored. If, at any time during this period, performance does not meet standards, employment may be terminated. The Director also has the option to extend the probationary period if necessary, depending on the quality of work. After 90 days, an employee may be transferred from probationary to permanent status, which entitles them to sick leave, paid holidays, and insurance benefits if applicable. **During the probationary period, staff members are not eligible for any benefits until its completion, including paid holidays and insurance. In the event a two week notice is given within one month before or after your 90 days are to expire, all benefits would be forfeited and pay would be paid at minimum wage. If a staff member quits and is re-hired, the 90 day probationary period will start over.**

Insurance Information

Vision and Dental insurance will be available, if needed to eligible full time staff members. You must be released from the 90 day probationary period to be eligible for insurance and have a work assignment of 40 hours a week. Please see the Director for more information about dental and vision insurance. Subject to change based on Federal Law.

Staff Evaluations

Each employee will receive an evaluation after 90 days of employment. At 90 days and yearly, employees will receive a formal written job evaluation of performance of duties based on their job description. If there is a position change, there will be a 90 day probationary period evaluation. These evaluations will be explained and discussed confidentially. Evaluations provide insight to strengths and areas for improvement, and

help to ensure qualified and competent staff. Staff members are informed of evaluation criteria in advance. This evaluation is your opportunity to further develop your skills in working with children. It also gives you a chance to sit down and talk about any specific problems or concerns you may have. All staff members also have an opportunity to evaluate their own performance. They will also provide you with feedback on a daily basis; you are encouraged to discuss issues openly as they arise. A plan for staff training is generated from the input of these evaluations. However, during the evaluation process, if the Site Director does not feel like the staff member is able to fulfill the job duties to a level of satisfaction, termination may be considered.

Annual evaluation paperwork:

- Job Performance Review Summary (Director and Self)
- Parent Evaluations
- Co-Worker Evaluations
- Classroom Observation (Mock ITERS, ECERS or SACERS)
- Professional Activities Worksheet
- Beliefs and Values Worksheet
- My Networking Contacts Worksheet
- Professional Development Plan Reflection Form
- Professional Development Goals and Strategies Form

College Schedules

Any employee attending college must turn in a copy of their class schedule on to your Director as soon as it is confirmed by your college/school to determine whether or not Greenbrier Christian Academy can accommodate your new class schedule and offer work hours. It is your responsibility to schedule your classes (to the best of your ability) so they do not interfere with your work schedule.

Salary

The salary and pay received for work depends on your qualifications, length of time employed, and your quality of work. Your salary is confidential. **Discussing your pay with others, will result in termination.**

Site or Assistant Director Salary is inclusive of training time, planning time, work time, overtime and any other time needed to complete required and related job duties. No salary level employee will be paid "extra" for any work or duties, including training and overtime.

Pay Period and Payroll Deposits

Staff members will be paid weekly. Staff members should review their checks upon receipt and notify the Director immediately of any errors. Any errors that need to be corrected will be done on the next pay period. Administration has the right to change pay periods at any time. Pay days may vary based on inclement weather, holiday, bank authorizations, or any other situation out of our control.

Pay Raises

Employee pay raises are at the discretion of the Director and are based on performance reviews, attendance, attitude, work ethic, and dedication to the vision of GCA.

Severance Pay

It is a GCA policy to pay an employee only for time actually worked. No severance pay, PDO, Holiday Pay or otherwise will be received by an employee who resigns or is terminated. If an employee resigns without a two week notice, the employee's remaining pay will be paid at minimum wage. If an employee is terminated, the employee's remaining pay will also be paid at minimum wage. If the employee also pays child care, the remaining child care will be deducted from the employee's final check. Final checks will be paid within one week for all terminated or employees who resign. Please DO NOT call, come by or email us to receive your check sooner...it will not happen! See the policy on **Termination**.

Paid Holidays

Paid Holidays are at the discretion of the Director. Only full-time employees are eligible for holiday pay after their probationary period has ended. **In order to receive holiday pay you are required to work the day before and the day after a holiday or holiday break unless a request for time off has been approved by your Director. Simply putting in a PDO or time off request the day before or after a holiday does not ensure you will get your paid holiday, in fact, it likely won't.** You will be ineligible for holiday pay if you call in the day before or the day after a holiday or holiday break. If you leave early the day before or after a holiday, you will be ineligible for holiday pay. All salary staff is exempt from this rule and will be paid as normal during holidays and breaks. Holiday pay is typically 8 hours with understanding and agreement that the staff member typically works a 40 hour work week and has not had an "unapproved overtime" for that holiday week. If unapproved overtime or other time is used, your holiday hours may

be reduced to get you to the 40 hour amount. (For example, if you typically work 40 hours/week & have holiday pay, but the holiday week you worked 35 hours (32 approved and 3 unapproved), you would be paid 40 hours). It is our policy that staff shall be paid for the time worked and holiday pay is a "bonus incentive" for staff retention to be used at the discretion of the Director. If you have not accurately documented your work time on the time clock, you may be ineligible for holiday pay or paid time off.

*Please see **Time Off** for more information about **PDO's** and time off requests.

Holiday School Closings

GCA preschool will be closed to observe National Holidays which are New Year's Day, Martin Luther King Day, Good Friday, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. The remaining days off that may follow the public school calendar are at the discretion of GCA. These days are examples of National Holidays and are not intended to be an exclusive list of all of the dates we will or will not be closed. We reserve the right to amend the holiday closing schedule according to our discretion and the local public school calendar.

Dress Code

All employees must convey a professional image at all times. Any violation of these standards will be cause for dismissal. Each employee is required to wear clean, neat, professional, and appropriate clothing at all times. Proper grooming of hair, nails, and personal hygiene/cleanliness is also required. If an employee has a tattoo while on any business property or any work related field trip, to maintain a professional image, you are expected to do your best to ensure that it remains covered at all times. If any employee has body piercings that are visible (besides earlobe piercings), they will need to be removed during work hours.

Unacceptable

- Shorts above fingertip length
- Skirts above fingertip length
- Bare feet
- Frayed jeans or jeans with holes
- Halter or Tube tops
- Spaghetti strap or T-back shirts or dresses
- Off the shoulder shirts or dresses
- T-Shirts other than GCA shirts, UCA, Razorback or child-centered shirts
- Any type of tight or revealing garments

- Low necklines on shirts
- Any type of body piercing not on the ears must be removed at Director's discretion
- Sweat pants or pajama pants of any kind
- Outrageous hair color is at the discretion of the Director
- Tightly fitting Yoga Pants

Acceptable

- Comfortable Shoes
- Jeans in good condition
- Any type of professional clothing that allows ease of movement in working with children
- Scrubs
- Professional casual attire
- Slacks
- Capri Pants

*If a staff member wears any unacceptable clothing items, he/she may be sent home to change or given appropriate clothing to wear by the Site Director.

No Smoking Policy

Smoking is prohibited during work hours or breaks, on or off campus. We expect staff to smell smoke-free at all times while on our campus. (The residue left by second-hand smoke on clothing and hair affects the children's health.) Smoking or signs of smoking will not be tolerated on campus and are cause for termination. Smoking is defined as use of any type of cigarette, electronic, smoke-less or otherwise. E-cigarettes or other types of "smoke-less" cigarettes are not permitted for use on GCA property or in the building under ANY circumstances.

Parent Relations

Communicating-Staff greet parents warmly each day using the parent's name ("Mr. or Mrs."). Staff members refer parents with problems to the Director to handle a problem. Good communication is vital for a successful program.

Involvement-Parents are encouraged to become involved in the program. Working parents have many resources available to help with special events or projects.

Suspected Child Abuse and Neglect

Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the

proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, Greenbrier Christian Academy and its staff will cooperate fully with investigators. All workers must be and are screened by the State of Arkansas for abuse and criminal records. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent. Children enrolled at GCA are subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental consent or notice.)

Child Abuse

It is your responsibility to notify the Teacher Representative/Director if you suspect child abuse with one of your students. You should be aware of constant bruises and marks on a child. You are a mandated reporter for child abuse and you must report suspected child abuse or neglect. There is a criminal penalty for violation of this report law. The Child Abuse hot line number is 1-800-482-5964.

DEFINITIONS

Child Abuse is the non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm to a child's physical and emotional well-being, including sexual abuse.

Child Neglect is the failure by a caretaker, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision, or other essential care.

Reasonable Cause means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse and/or neglect.

PARENTAL CHILD ABUSE

The following procedure has been established regarding the reporting and/or recording of suspected child abuse and neglect:

- 1) Any staff person that suspects a child has come to school abused or neglected, must report that information to the Lead Teacher and Director, but also has the authority to immediately report it themselves to child abuse hotline.
- 2) It is the responsibility of the Lead Teacher, Director, or any GCA staff member to contact DHS.

Late Afternoon Routine (from Parent Handbook)

Parents are expected to arrive in time to gather all of their child's possessions that will be going home with them and **leave the school by 3:30 or 6:00 p.m.** If parents wish to stay and observe, talk to other parents, etc., they should allow extra time before closing time and set up an appointment with your child's teacher. This policy allows caregivers to prepare the room for the next day and leave the school on time. Any arrangements other than those stated above must be authorized by the Greenbrier Christian Academy Director with only emergencies and extreme hardship taken into consideration. If a child remains at the facility after one hour upon closing, emergency procedures will be taken.

Child Absences (from Parent Handbook)

Any time a child will be absent, parents are asked to please notify the school as soon as possible. Notify the Director when the child has an illness so that other parents can be notified if necessary. Advance notice when your child is absent allows the staff to better plan for the day. The full amount of weekly fees will be charged regardless of absence.

We also reserve the right to consolidate classrooms at times during the year when attendance is low, for example Christmas break, Spring Break, and other times as needed throughout the year. Children who are enrolled under child care assistance are only allowed up to 6 in a given month from July-October and March-June, and 8 in a given month from November to February. If you exceed the allowable days, you will be reported to your caseworker and will have to pay out of pocket for what DHS do not allow to bill.

Parental Involvement (from Parent Handbook)

Parental involvement is a major component of Greenbrier Christian Academy. There are several ways for parents to be involved at GCA. Two main options include:

1. Parent Advisory Board-A parent advisory board committee exists to promote success in the home as well as during school. Parent Board Meetings will vary in frequency and will offer suggestions on program planning. Emails and notes will be sent to let you know when meetings are planned throughout the year. A leader, secretary and ambassador will be needed for this committee each year.
2. Home Room Parents- Home room parents help schedule and plan class parties, events, community involvement, and teacher

appreciation. Communication and collaboration with the teacher is very important for home room moms.

Parental meetings will be scheduled throughout the year. Greenbrier Christian Academy encourages parental participation to ensure the best possible educational experiences for your child. If you are interested in serving on the parent advisory board or as a homeroom parent, please let us know.

Parents shall never be denied access to their child (ren) during hours of care.

Communication between Parents and the School (from Parent Handbook)

Please check your child's GCA folder daily for notes home, important notices, and/or receipts for tuition. Please check the signs near the entrance door for general information which might be posted. Newsletters are printed weekly, emailed, and should be read by all parents. Classroom letters are sent home with each child every day **for all ages** that has information which includes meals, naps, summary of the day and behavior. Feel free to let the director know if you are dissatisfied with any aspect of your relationship with Greenbrier Christian Academy or if you have suggestions for improvement in this area.

Employment of Family Members

Members of the same family will not be employed in the same preschool site location. Special circumstances may be approved by the Director of Early Childhood. Please do not bring family members or other guests to visit you while at work.

Telephone

Personal phone calls are not allowed during work time except for emergencies. Messages for staff will be placed in that staff member's mailbox. Numerous personal phone calls will not be permitted. Persons calling will be asked to leave a message. Please remember this is a business phone. Friends and relatives of staff should be asked not to call during working hours unless there is an emergency. The person answering the phone is to be courteous and polite. You should ask for the name and telephone number and post it on a phone log so the Director may return calls. The Director should be informed of every phone call to the site. **Cell phones are NOT permitted for use in the classroom.** Upon arrival to work, you must lock your cell phone in the teacher cabinet or leave in your car. Personal phone calls are not permitted on your cell phone unless it is used during

breaks outside of the classroom. Use of your personal cell phone while supervising children can result in immediate dismissal. If there is an emergency while you are at work, we will forward phone calls to you and place another teacher to supervise in your classroom. If you have a situation you have prior knowledge of that requires use of a phone, please speak to the Director about the situation in advance. Cell phone use in the classroom is considered a serious offense.

Maintenance and Care of Facilities

All employees help with general cleaning tasks. The Teacher Representative/Director will assign specific duties based on need. These may include:

Bathroom: flushing toilets at the end of the day and pick up any trash

Tile floors: sweep and mop

Carpeted floors: vacuum

Cots: clean and disinfect

Cubbies: clean and organize

Furniture and walls: keep free of dust, food, glue, sticky-tack, and crayon/marker/pencil marks

Trash: pick up trash from floors; put trash outside in trash can or dumpster; replace trash can liner

Disinfect: toys and equipment

Playground: Before you take your children out to the playground, you need to inspect the premises to ensure the grounds and equipment is safe. Upon departure from the playground, you need to ensure that the playground is clean from debris. Please bring in all trash and throw away.

Staff is also required to turn off lights, close curtains, and shut the door of the classroom when you leave the room. You are responsible for cleaning up after your group at all times. The areas you use should be left in better condition than what you found them.

Reports and Paper work

Attendance records- Teachers are responsible for maintaining accurate attendance records each day. If a child comes in late or leaves early, they are still attending the day and must be marked as present. Attendance records must be completed on a daily basis before you leave the building. Teachers are responsible for accurately tallying the attendance at the end of the month.

Meal Counts- Teachers are responsible for meal counts at each meal. You count the children you are serving

for each meal and record it, noting any substitutions for documented allergies.

Incident Reports- Teachers are responsible for completing an incident report if a child was injured while in our care by another child. Incident reports must be kept confidential NOT sharing each child's name. Please have the parent sign the original and place in the Director's box. You may make a copy for the parent if requested.

Accident Reports- Teachers and Substitutes are responsible for completing an accident report if a child was injured while in our care. Accidents do not involve another person. Please have the parent sign the original and place in the Directors box. You may make a copy for the parent if requested.

Transition Rosters- Transition rosters are used to ensure that each child is accounted for at transition times. These are to be used at the following times (not a comprehensive list): to and from the playground, to and from the bathroom, if outside the classroom, to and from one classroom to another, to and from any location you take a group of children. A group of children is defined for our purposes as 1 or more children. Please use the transition roster provided and turn into the Director when each sheet is complete.

Infant and Toddler Cuddle Grams- Feedings, diaper changes, and naps shall be recorded for children up to 24 months of age. These go home daily with each child.

Daily Sheets- Teachers are responsible for completing a daily sheet each day to go home with each child. This has general information regarding the core skills, curriculum activities done for the day as well as upcoming information for the following days. Please see the Director for an example.

Substitute Information

Each staff member is asked to maintain a notebook and basket/tub with the weekly activities. The notebook should contain roll sheet, daily schedule, sign in/sign out sheet, lesson plans, emergency bag, special forms, and special information regarding particular children including allergies, medications, and other important student information. This is to help keep all teachers organized and help substitutes have a productive day with your students. GCA staff is required to acquire their own substitute teacher in the event that they will be absent. They are also responsible for notifying GCA that they will be absent, and who their substitute will be as soon as you know you will be absent. New substitute lists are distributed typically via email.

Complaints and Grievances

Opportunities are provided to staff to work out complaints or grievances directly with your supervisor or in staff meetings as needed.

Corrective Action

Corrective action is sometimes needed when a team member fails to perform his or her job as required, or when misconduct occurs. In the case of poor performance, the team member can be given a verbal warning explaining that the team members' work is of insufficient quality and is not meeting the standards required by the specific job description.

If performance does not improve after this initial meeting, an employee warning can be given documenting the issues presented and stating what improvement is required. If after 30 days improvement is not satisfactory, a final warning can be given and the team member will be either placed on 30 days probation or dismissal can occur at that time.

Behavior	Written Warning	Probation	Dismissal
Poor Attendance	X	X	X
Poor Job Performance	X	X	X
Negligent Conduct	X	X	X
Insubordination	X	X	X
Theft			X
Gross Misconduct	X	X	X
Harassment	X	X	X

Personal use of cell phone could result in a written warning, corrective action or immediate termination at the discretion of the Director. Items above in the corrective action procedure may not necessarily go in the order

above. It is at the discretion of the Director if a written warning, verbal warning or immediate dismissal is warranted. It is not necessary to have a verbal warning to have a written warning. Immediate dismissal can occur without verbal or written warning depending on the circumstance.

Rules Requiring Immediate Discharge

Most rules involve common sense and accepted standards of good conduct. Violation of the following rules is considered serious and will result in discharge without prior warning:

- Striking or abusing a child, humiliating a child, with-holding food from a child as punishment.
- Abuse or inconsiderate treatment of parents, staff and other visitors.
- Unauthorized removal of property.
- Unauthorized removal of records or unauthorized divulgence of parents', children's or Preschool confidential information.
- Refusal to perform assigned work or follow instructions.
- Gross carelessness or negligence.
- Willful destruction of property.
- Coercing or inciting others to limit work performance or engage in any practice in violation of Preschool rules.

Reasons for Termination

The safety and well-being of the children in our care is our primary responsibility. In order to fulfill these responsibilities, it is necessary for employees to exhibit certain standards of conduct. Reasons for immediate termination or suspension of employment include, but are not limited to:

- Abuse (physical, sexual, or emotional) or neglect of a child.
- Neglect of duty or inefficiency. (Failure to fulfill job description.)
- Inappropriately disciplining a child.
- Permitting a child to leave the program with an unauthorized person or anyone under the age of 18.
- Being under the influence or in the possession of alcohol or illegal drugs during working hours.
- Conviction of felonies.
- Engaging in activities that create a public scandal or damages the reputation of Greenbrier Christian Academy.
- Possession of firearms of any type or knives on school premises.
- Use of the GCA phone to make personal long distance phone calls.
- Insubordination
 - Refusing to accept a job assignment.
- Use of profane language in the presence of children.

- Having knowledge of infractions of Program Policy and not reporting violations to the Director
- Misappropriation, mismanagement, or theft of money/property from GCA, its employees, or parents.
 - Damage to property.
- Unauthorized use of program property.
- Providing false or incomplete information on employment applications or other program forms.
 - Falsely reporting sickness.
- Failure to report to work or to notify Director of absence according to policy.
- Continued tardiness or absenteeism (excessive)
- Improper or disloyal statements which create dissension among staff members.
- Violation of smoking policy.
- Receipt of any warning. (verbal or written)
- Any other conduct which, in the opinion of the Director of Early Childhood and its Supervisors, fails to promote the interests of Greenbrier Christian Academy and the families, parents and students it serves.
- Failure to accurately document actual work time utilizing the time clock system.
- Clocking in/out for another staff member or having someone clock in/out for you.
- Sharing of confidential information
- Sharing pay information with staff or others
- False statements on resume.
- Using cell phone for non-emergency use
- Positive drug screening (see drug test policy)
- Felony conviction
- Any violation of Minimum Child Care Licensing Standards
- Disrespectful & Negative Attitude
- Not adhering to ANY staff handbook policy

Civil Assist

If a staff member is terminated, a civil assist from the Conway Police Department may be used when deemed appropriate and necessary.

Audio & Voice Recording

Staff members must assume they will be video and audio recorded at all times. This is for accountability of all persons. Prior notification of recording will not be given. By reading & reviewing the policies in this handbook, you are agreeing to all policies, including the use of audio and video recording.

Termination

Once an employee is terminated, he/she will be given the opportunity to be told the reasons why he/she is being terminated. We are not legally obligated to give a terminated employee anything in his/her staff file including a termination statement. A termination statement may be given to a terminated employee at the Director's discretion based on the circumstances. Please see the policy regarding **severance pay** and how final checks are paid. A terminated employee will have an opportunity to gather his/her belongings from the work area with a Director's supervision. The terminated employee may only take what belongs to them personally. Once an employee is terminated, the terminated employee may not return to the preschool property under any circumstances. All other required correspondence must be in written format (mail, email or fax), no phone calls. If this policy is not followed we will involve the authorities if necessary.

INAPPROPRIATE STAFF BEHAVIORS:

- Do not talk about children in front of other children.
- Never threaten, bribe, or be dishonest with the children.
- Never call children names or make fun of a child.
- Never rough-house with the children.
- Do not insist on *please* and *thank you*, be a role model and use them yourself.
- Never correct a child's language, they learn through modeling, not correction.
- Do not give children a choice if they do not have one.
- Never make a child feel guilty or inferior.
- Do not label children by their behavior; be specific as to what their actions were.
- **Never ask a child what they've made. ask them to tell you about it.**
- Do not sit on tables and counters.
- Avoid sexism "I need some strong boys to move the chair" "What a pretty little girl" and notify supervisor of sexist statements in books and songs.

Non-Competition

This Agreement for Employment is made at the time of hire, by and between Greenbrier Christian Academy and the staff member. Signing the staff handbook acknowledgement is also agreeing to the non-compete clause.

For good and valuable consideration, receipt of which is hereby acknowledged the Employer shall employ as any Employee subject to the following terms and conditions.

1. The Employee shall commence employment at the time of hire in their staff file on the orientation checklist.
2. The Employee shall perform the following duties and responsibilities: caregiver/teacher for assigned age group of children or other duties as assigned

The Employee shall perform such further and other duties as are required by the Employer.

3. The Employee shall work typically hours of 7:45 A.M. to 4:15P.M. for school day teachers and 3:30-5:30P.M. for extended care staff and such additional hours as are required by the Employer for the Employee to competently perform the duties of his position. The Employee shall use his best efforts on behalf of the Employer.

4. The Employee shall comply with all stated standards of performance, policies, rules, regulations and manuals, receipt of which by the Employee is hereby acknowledged. The Employee shall also comply with such future Employer policies, rules, regulations, performance standards and manuals as may be published or amended from time to time.

5. The Employee's employment under this Agreement shall commence immediately at the time of hire and shall terminate when he/she is resigned or terminated prior to such time for cause.

6. This contract of employment may terminate upon the occurrence of any of the following events: (a) the death of the Employee; (b) the failure of the Employee to perform his duties satisfactorily after notice or warning thereof; (c) for just cause based upon non-performance of duties by Employee; (d) economic reasons of the Employer which may arise during the term of this Agreement and which may be beyond the control of the Employer.

7. The Employee shall not, at any times during the period hereof, and for 1 years from the date of termination of this Agreement, directly or indirectly, within a geographic area of 5 miles, engage in, or become involved in, any competitive or similar business as that of the within Employer.

8. Any dispute under this contract shall be required to be resolved by binding arbitration of the parties hereto. Each party shall select one arbitrator and both arbitrators shall select a third. The arbitration shall be governed by the rules of the American Arbitration Association then in force and effect.

9. This Agreement may not be assigned without prior notice by either party, and subject to the mutual consent and approval of any such assignment.

10. This Agreement constitutes the complete understanding between the parties, unless amended by a subsequent written instrument signed by the employer and employee.

PERSONAL BEHAVIOR

No Unmonitored Contact- For the protection of each staff member, we always work in teams. No staff is allowed to be alone with children for an extended period of time. Another staff member must be in sight/sound of another at all times.

Conversations with other staff- Keep attention on children at all times in the classrooms and the playground. Avoid all inappropriate talking, gossip, etc with others while working.

Dress Code- We expect you to be involved with the children's "messy" activities and to join them at all play areas. Your clothing should not interfere with your job performance.

Mailboxes- Each staff member has a mailbox at the Preschool. It is your responsibility to check for notices upon arriving and departing.

Visits from Friends & Relatives- Friends and relatives are not allowed to visit you at the Preschool. If they want to observe, they must make an appointment with the Director.

Personal Belongings- Coats, backpacks, purses, etc... must be locked in your storage cabinet. Do not leave anything in the classroom or kitchen area.

Breaks- Break times are arranged with the Director. A 30 minute un-paid break is given to anyone working a 8-hour shift or longer. Staff is to use the Teacher Resource Room at this time and NOT the kitchen. The kitchen is a work space and NOT a break room.

Beverage Policy- Staff are not to drink any beverages while working with children that display the label. Hot beverages especially can be a safety hazard. You CAN have a water bottle in the classroom at any time because the children are always supposed to have access water. You CAN have a coffee-type mug with a

lid that does not have a label on it as long as we cannot see what type of beverage you are drinking. Drinks should be consumed at meal times at the same time the children are offered drinks. If a child asks for a drink, you should allow them to have one from the water fountain or their own cup.

Snacks & Lunchtime- These are times for eating and socializing. All staff must sit at tables with the children. Encourage children to eat their lunch and clean up any spills. Sandwiches should be consumed before snacks and treats. Staff may only eat food that is prepared and served by GCA in the classroom. NO outside food is allowed in the classroom or to be consumed in the presence of children under any circumstances. This includes eating meals at naptime while the children are asleep.

Greenbrier Christian Academy values all employees and will do everything possible to ensure their success. The Director will discharge any employee who does not fulfill the duties and obligations of Greenbrier Christian Academy. This is to ensure that all staff is competent and qualified.

Suspension/Termination

The Director may place an employee on immediate suspension without pay and benefits. Arkansas is an "at will work state", an employee can be placed on suspension without notice or for any length of time or any reason deemed necessary by the employer.

Resignation

Voluntary termination on the part of the team member requires a minimum of two weeks' notice with a dated and signed written resignation to the Director. It should be given to the Director two weeks in advance of the effective date and should give the reason for leaving and date effective. However, notification of a planned resignation several weeks in advance would be most helpful and appreciated, due to the time required to hire and train new personnel. Your final paycheck will be issued on the next regularly scheduled payday. No sick, paid holidays or personal time will be paid upon the receipt of a written or verbal resignation. The Director has the authority to pay your final checks at minimum wage if no notice is given. If a two week notice is not given, a positive reference check will not be given.

Absenteeism

Absences are defined as taking time away from work during normal work hours, which varies with position,

for personal matters. When possible, absences need to be scheduled three weeks in advance. We understand that unplanned or emergency absences do occur; in the event of such an absence, employees are expected to notify their direct superior immediately. Excessive absence will jeopardize a team member's position and result in corrective action or possible dismissal. Staff must be at the Preschool on their job ready to perform their assigned task at the starting time of their assigned shift. Staff members are expected to have a regular attendance record. **If a staff person is to be absent unexpectedly they must notify the Director as soon as possible (preferably the night before or by 7:00 a.m.) You must have the substitute secured and be able to tell the Director who is working for you.** If your absence is scheduled in advance, you must follow the procedure for **Time Off Request**. The reasons for the absence should be given. Excess, habitual, and unauthorized absence and tardiness is disruptive to the care of the children and a burden on other staff and could result in possible dismissal. Please note, the act of calling does not excuse an absence. Staff members are responsible for securing your own substitute! A list of subs will be given out and you will call to check availability from the substitutes.

Tardiness

Tardiness is defined as being late for scheduled work times and meetings, and non-compliance with scheduled project-phase completion. If a situation outside one's control causes one to be tardy, a phone call to Director is expected. Excessive tardiness will jeopardize a team member's position and result in corrective action or possible dismissal. Employees are expected to be mature and professional with time management, "...redeeming the time," -Ephesians 5:16

Drug Testing Policy

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in confidential records. Each employee, as a condition of employment, may be required to participate in pre-employment, pre-duty, periodic, random, post-accident, reasonable suspicion, return-to-

duty and follow-up testing upon selection or request of management. The substances that will be tested for include but are not limited to: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Methamphetamines, Tricyclic Anti-Depressants, Ecstasy and Propoxyphene. Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. Any employee who tests positive will immediately go to A'Test Consultants in Conway, AR for a confirmation lab test. If the lab test is positive, the option of a medical review will be given. If the medical review process eliminates positive results, employee will return to work. If positive results are confirmed through the medical review, the employee will be immediately terminated. During this process of lab testing and medical review at the first indicator of a positive result, the employee will be temporarily suspended without pay until results are finalized. Any confirmed positive test results will be at the cost of the employee. I give consent for this cost to be deducted from my pay check. An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, alters or dilutes the specimen, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test. Lab testing will be facilitated by A'Test Consultants, Conway Arkansas. Internal testing will be at the location of your employment. See flow chart on job application for detailed example.

Office/Classroom Etiquette

Team members are expected to show common courtesy in the classrooms and offices, to preserve both a productive and a relational environment. Interruptions, inappropriate noise levels, and unsightly classroom or office appearance hinder important professional activity and are not acceptable.

Housekeeping

Team members are responsible for keeping their personal classroom or office areas clean and neat at all times. In addition, teachers are responsible to clean any part of the facility they use for events, including floors, chairs, and emptying all garbage containers into the dumpster and more. Under no circumstances should team members leave garbage from construction or other processes, inside or outside the building. Please report any problems in this regard to the Director. GCA believes we are to be stewards over what God has entrusted to us in regard to "His House."

Public Relations

The staff represents GCA to every person with whom they come in contact. Visitors and fellow staff members should be treated with courtesy and respect. All staff should greet all persons they meet on the premises, and offer to help them find the person they are seeking.

Interoffice Communication

Staff should strive to keep each other informed as to where they are and how they can be reached during school hours. Staff is expected to check their email accounts on a regular basis.

Parking

All staff members are to park in the back parking lot against the wooden fence. Please do not park in the front parking spots or on spots on the side of the building. These priority parking spots are reserved for parent use.

Lost, Damaged or Stolen Items

You are responsible for all of the items you bring to GCA. GCA is not responsible for any lost, broken/damaged or stolen items.

Staff Member Concerns

GCA enjoys an open door policy. If a staff member has a concern, it is important that the issue be resolved as quickly as possible. Many problems can be discussed and resolved in staff meetings. If a staff member is unable to resolve an issue with another staff member or parent involved in GCA, he or she should only discuss the matter with his/her Director, and not other team members. Avoiding gossip and guarding innocence are vital to our relational culture and required levels of maturity for our team. Problems of a more personal nature should be discussed promptly with the Director.

Media

There will be times the newspapers, radio stations, or television stations will approach GCA for interviews. Please refer them to the Director. At all times and under all circumstances, we strive to uphold the positive, life-giving relationship GCA holds with the community and media. Staff members must not grant interviews without prior approval from the Director.

Email

Email is an important communication tool, and users are expected to use this tool in a responsible, effective,

and lawful manner. It is important that users be aware of the legal risks of email:

- If an employee sends any email containing any libelous, defamatory, offensive, racist or obscene remarks, both the employee and GCA can be held liable. Such behavior will result in disciplinary action or dismissal.

All GCA staff must have a confidentiality statement permanently pasted to all emails that are sent from your email account concerning GCA business. See sample:

“The information contained in this message, including attachments, may contain privileged or confidential information that is intended to be delivered only to the person identified above. If you are not the intended recipient, or the person responsible for delivering this message to the intended recipient, please immediately notify the sender. We ask that you do not read the message or its attachments, and that you delete them without copying or sending them to anyone else.”

Staff and Child Ratio:

Greenbrier Christian Academy ratios are according to licensing standards and are as follows: (these are the maximum ratios for licensing; most of the time GCA ratios are much lower than are required by the state.)

Birth – 12 months:	1 teacher per 6 children
12-24 months:	1 teacher per 6 children
24-36 months:	1 teacher per 9 children
3 years:	1 teacher per 12 children
4-5 years:	1 teacher per 15 children
Kindergarten and Up:	1 teacher per 18 children

At all times we will strive to keep low ratios.

******Infants and Toddlers (0-36 months) shall not be mixed with Preschool or School age children (3-12 years) at any time. The only exception is if there are less than 8 children in the entire center the staff/child ratio shall meet the requirements for the youngest in the group.******

During naptime, teachers of children 2.5 and above can maintain 50% ratios at naptime.

For children ages 2.5 and above, ratios may be exceeded momentarily as long as children are never left unattended and at least one staff member

remains in the classroom with the children. (This would apply to situations such as brief absences due to bathroom breaks or to take a sick child to the Director's office.)

*Group size shall be limited to 2 times the number of children allowed with one staff member. This DOES NOT include the playground. **Please refer to the maximum ratios as listed above for more information.***

Staff (from Parent Handbook)

The Greenbrier Christian Academy Director and Owners are responsible for overall management of the program and will hire staff. The director works closely with parents, teachers, and staff to ensure that we meet the needs of children and families we serve. The director also coordinates with appropriate agencies in meeting licensing and accreditation requirements. In addition, Greenbrier Christian Academy staff plans and coordinates the daily enrichment activities and is responsible for in-service training and on the job staff development. All staff will undergo Criminal Records, Child Maltreatment Record Checks and FBI fingerprint checks if they have not lived in Arkansas for 6 years or more.

Staff Standards

Team members are responsible to uphold the following standards when in contact with the opposite sex. You will be asked and held accountable to each of these standards.

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.”
Ephesians 5:3

1. Be careful in showing affection to the opposite sex in front of children.
2. Be careful that you do not end up in the classroom or office alone with a parent of the opposite sex.
3. Do not counsel a parent opposite sex alone in the classroom or office.
4. Do not discuss detailed sexual problems with a parent of the opposite sex. Do not discuss personal marriage problems with a parent of the opposite sex.
5. Use caution when answering emails, instant messages, chat rooms, cards, or letters from a parent of the opposite sex.
6. Use caution and discretion with phone calls with parents of the opposite sex.
7. Make your co-workers your protective ally.
8. Pray for the integrity of other staff members.

Time Off

All paid time off is at the discretion of the Director. It is the policy of GCA to allow employees to take responsibility for important decisions affecting their lives away from the job. Team members are responsible to manage and schedule, personal time, and sick leave, and to keep their supervisor informed in advance when possible. This provision allows the employee the discretion to cover temporary illness, attend to personal business, and take care of family situations. Time off is considered any time away from your job and it can be used for unforeseen illness of staff or children, scheduled appointments, vacation or other situations that may arise that may require you to leave work for the day. You must follow the proper procedure for requesting time off in order to take a “PAID” day off.

Paid time off is only accrued after your 90 days of probationary period. Paid time off is broken down by semesters. In the fall semester (mid-August through December 31), staff will be given 24 hours of time off. In the spring semester (January 1-May 31), staff will be given 28 hours of time off. In the summer semester (June 1-mid-August), staff will be given 16 hours of time off. This makes a cumulative total of 68 hours of time off annually. Time off cannot be “rolled over”. If you do not use it, you lose it. If you are placed on corrective action probation, you are ineligible for PDO’s until that probation expires.

Note: If the **Time Off Request Form** has not been received a minimum of ONE week in advance, but preferably TWO weeks in advance, when applicable, corrective action may follow. If the time off request form is not completed according to the policy in advance and securing your own substitute, you may be ineligible for the PDO if you requested such.

Miscellaneous Reimbursements

A **Reimbursement Form** for reimbursement of authorized expenses with prior approval from the Director that you incur for GCA should be submitted on a timely basis. Receipts must be dated within 30 days of the **Reimbursement Form** to be considered for reimbursement. To receive a reimbursement check, a **Reimbursement Form** must be received in the GCA Administrative Office as close to purchase date as possible. The \$40 Monthly classroom reimbursement must be submitted by the first Friday of the month following the reimbursement. For example, May reimbursement forms and receipts must be submitted

to the Director by the first Friday in June. Failure to comply with this policy may result in the reimbursement being declined and not paid. Reimbursement forms need to be submitted with the original receipts and completed properly and submitted to the administrator's mailbox. Checks will not be issued until the end of the month submitted.

Important Note: (This applies to ALL reimbursements)

- Receipts dated more than 30 days from the date of the **Reimbursement Form** cannot be considered for reimbursement.

The \$40 classroom monthly allotment is per classroom, not per teacher. Please work together as a team with your co-worker to decide what to purchase for your classroom. If the monthly classroom allotment is not used in any given month it does not "roll over" to the next month. Essentially, if you don't use it, you lose it. The monthly classroom allotment is not in addition to the amounts requested on the **Purchase Requisition Forms**; it is to be used in combination with. Please use caution when deciding what form of allotment to use as not to go over budget. Over budget receipts will not be paid and will not be credited to the next month.

Note: Purchase Requisition Forms must be filled and turned in at the same time as your monthly curriculum (last Friday of each month for the month in advance.) You should know all of the items that you need for the planned activities based on the lesson plan you have created. The purchase requisition form is not to exceed the \$40 monthly classroom allotment. It is not to be used in addition to the Reimbursement form, but in combination with. (You cannot complete a \$40 reimbursement form and a \$40 purchase requisition form. It must total \$40 between the both of them.)

Payroll Deductions

Various payroll deductions are required by law. These include federal income tax, state income tax, social security taxes and other applicable withholdings. Any other deductions an employee may wish to have withheld from his or her paycheck must be authorized by the employee in writing. We can also deduct childcare, health and vision insurance at your discretion. Each paycheck stub will itemize amounts that have been withheld. A check stub will be given with each paycheck. It is important that employees retain this information for tax purposes. If an employee has any questions about his or her deductions, or notices any errors, he or she should contact the Director as soon as possible. It is the policy of GCA to comply with applicable state and federal laws regarding the garnishment and

assignment of wages. If a team member is exempt from Social Security Withholdings, they must provide a copy of the approval letter from the IRS. Until the Director receives a copy social Security Withholdings will be deducted.

Sexual Harassment

The school recognizes that harassment on the basis of sex is a violation of law and common courtesy. The school is committed to providing a work environment free from sexual harassment and will not tolerate such conduct on the part of any employee. If the facts appear to support such a complaint, immediate action will be taken, including but not limited to discipline, warning, suspension, or termination of the offending personnel. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to such rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Forms of sexual harassment include, but are not limited to the following:

- Verbal harassment, including derogatory comments, jokes, requests, or other unwelcome sexually oriented language.
- Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, impeding or blocking movement, graffiti, drawings, or gestures.
- Visual harassment, including offensive posters, cards, or cartoons.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy. Any person who believes sexual harassment is occurring is encouraged to immediately inform the person engaging in the behavior that it is offensive and must stop. Time is of the essence; therefore, immediate reporting is strongly encouraged. All employees who believe they have been subjected to sexual harassment should report it to your Director immediately. Any person who believes sexual harassment is occurring

should immediately report the offensive conduct or communicate to the Director. All initial complaints will be investigated and resolved at the lowest possible level. The initial investigation and complaint shall be handled as a personnel matter in order to provide as much protection and privacy to the grievant and the accused as is permissible under state and federal law.

Preschool Staff Orientation

An administrator at GCA is responsible to orient all new staff (full time, part time and substitutes) to the program. Orientation must take place within the first two weeks of employment.

Agenda to include, but not limited to:

1. Distribution of Staff Handbook
 - Preschool rules and policies
 - Miscellaneous regulations
2. Review of job description and personnel policies
 - Pay & benefits
 - Probationary period
 - Grievance procedures
 - Suspension/termination policies
3. Complete job application and other necessary documentation
4. Certificates/documents needed:
 - First aid and CPR certification if applicable
 - Resume
 - Student class schedules
 - Any education documents (transcripts, professional development, TAPP card or documentation of TAPP level)
5. Review licensing requirements
6. Review of ITERS and ECERS
7. Review staff/child ratios
8. Review child abuse & neglect prevention plans
 - No unmonitored contact with children policy
9. Review of staff meetings and trainings requirement
10. Review supervision and evaluation information
11. Paid staff planning time, un-paid breaks, etc...
12. Review of the following:
 - Behavior management plan
 - Non-discrimination policy
 - Confidentiality
 - Health care policy/Emergency plans
 - Referral plans/Community resources/Parent procedures
 - All of the above-mentioned information is located in this Staff Handbook.

Teacher Educational Requirements

We put a lot of emphasis on our staff at GCA. We recognize that we are only as good as the teachers we

have on staff. Most of our teachers have some sort of higher education in early childhood or elementary education; this may consist of an associates, bachelors or master's degree. There are two teachers per class; the lead teachers in the classroom have the higher educational requirements and experience. All staff is required to maintain at least 25 hours of professional development within early childhood annually. Professional development courses include but are not limited to: child growth and development, nutrition and food service, parent communication and involvement, curriculum and curriculum development, developmentally appropriate practice and learning environments, behavior management, emergency care and first aid, and administration of management of early childhood programs. All new staff is required to attend an intense orientation process as well as completing the requirements for employment (background checks and more).

Lead Teacher Position at GCA

Lead Teachers are encouraged but not required to have a bachelor's degree in early childhood or elementary education and a standard P-4 or P-6 teacher's licensure to teach ages 3-4 year olds. Infant/Toddler teachers are encouraged, but not required to have a CDA license or BA in related field.

Qualifications:

- Experience in arts and music desirable
- At least 1 year recent teaching experience, classroom related
- First Aid and CPR certified
- At least one year experience working with young children
- Must meet all licensing requirements include completion of resume, reference check, transcripts, etc.

Responsibilities:

- Planning, supervision, and implementation of the curriculum for children 6 weeks to 5 years old as applicable.
- Responsible for the ordered arrangements, décor, appearance, and learning environment of the classroom under the direction of the Director
- Participating in all staff training meetings and parent/staff meetings
- Provide a teacher role model for student teachers, fieldwork students, and teacher assistants. Serve as a mentor to new staff as needed.

- Observation and documentation of children’s work and development
- Assume an equal share of general clean-up responsibilities and end of the day classroom set-up, maintaining a safe and creative environment.
- Shop monthly or as needed for classroom materials for curriculum, at a local store.
- Complete all necessary training hours

Days/Hours:

- Must be available Monday through Friday
- 40 hours from 7:45 a.m. to 4:15 p.m. w/ 30 min un-paid lunch break.

***This list is not intended to be comprehensive, but a glimpse of responsibilities. Other duties will/may be assigned as needed.**

Teacher Assistant Position at GCA

General description of duties:

- To assist the Lead Teacher with all classroom areas and provide a nurturing and safe environment for children ages 6 weeks to 5 years old
- To participate in project work; and to provide smooth transitions from one activity to another
- To facilitate each child’s emotional, social, intellectual, and physical growth
- To assist with daily routines and organization to maintain a creative, esthetically pleasing, and challenging classroom environment

Examples of duties:

- Assist in the observation and documentation of children’s work and development
- Assist with studio art projects and activities (helping to set-up and organize the materials)
- Supervise children at play, help set limits, help children resolve conflict, and express needs in appropriate ways
- Assist in maintaining the physical environment with clean-up, repair of books and toys, organization of materials, helping to keep the classroom neat and orderly
- Assist in snack, lunch, and rest time in accordance with the routines of the classroom
- Assist in providing a family friendly environment

Requirements:

- Must meet all licensing requirements include completion of resume, reference check and transcripts, etc.
- Valid First Aid certificate and CPR for Infant/Child if applicable
- Previous preschool teaching desirable
- Experience in arts and music desirable
- Participation in all orientation meetings and staff trainings
- Completion of at least one Early Childhood Education course desirable
- Complete all necessary training hours

Hours:

- M-F 7:45 a.m. to 4:15 p.m. with a 30 min un-paid lunch break.

***This list is not intended to be comprehensive, but a glimpse of responsibilities. Other duties will/may be assigned as needed.**

Staff Development Plan

Greenbrier Christian Academy provides opportunities for staff to improve program-planning skills, improve group leadership skills, and to observe various teaching styles and techniques. All staff may utilize the Teacher Resource Room. Books, professional organizations, career opportunities, college courses, and workshop information are all provided to the staff. GCA maintains a professional membership in NAEYC, and subscribes to monthly publications such as Child Care Exchange and Young Children. Many books and other curriculum materials are purchased throughout the year and are available in our Resource Room.

Staff development objectives:

- To complete a self-evaluation survey at the end of 90 days as part of performance review
- To utilize the materials provided in the Resource Room each week
- To attend all staff trainings and meetings throughout the year
- To be informed of local and national conferences and workshops available (posted on staff bulletin board or at office)
- To have an evaluation with the Lead Teacher and Director to discuss self-evaluation (Records are to be kept in each staff member’s file.)
- To provide to all staff information on the following areas:

Early Childhood Associations

Journals and periodicals for child development

Publishers of books on Early Childhood Education

Books on management and administration

Staff Qualifications Plan (SQP) or Deficiency Removal Plan (DRP)

Some teachers may be hired without having met the necessary requirements for employment in that job description. In those cases administration feels they are close to or nearly meet all requirements, but lack some. We have the right to hire them and put them on a SQP or DRP plan. We will determine what elements they need to meet to satisfy the requirements for that job and give them 6 months to 1 year to complete those requirements. If the requirements we set are not met within the specified time period, employment may be terminated.

Staff Trainings, Meetings, & Family Events

Staff trainings are held once a month. The required First Aid/CPR Training is held as needed and staff will be notified when their training requires recertification. The staff is required to attend many full day trainings at GCA discretion. These trainings are required by licensing and accreditation and are designed to enhance your skills for working with young children.

Topics possibly focused on during staff trainings, but not limited to the following:

- Documentation
- The Reggio Approach
- Project Work
- Health & safety
- Personality of the child
- Child development
- Use of materials-old and new
- Stereotyping of gender roles
- Parent-staff relationships
- Environment of the classroom
- Social and emotional growth of the child
- Child's perception
- Innovative classroom and project ideas
- Comparisons of ideas among staff
- Grievances among staff
- Handling of emergency situations
- Speaking to children about current events
- Review of all Preschool policies and regulations

A parent/staff orientation meeting is held on an evening in early August; all staff must attend, as well as

the Open Houses, Parent/Teacher Conferences, Spring and Fall Musicals and other events that are scheduled throughout the year. Family events, special projects, and field trips are also planned during the year and staff members are encouraged to attend. All staff is required to attend parental involvement events and staffing events. Advance notice will be given as much as possible.

All Infant/Toddler staff is required to complete at least 25 hours of training related to Early Childhood Education annually AND BE A MEMBER OF THE TAPP REGISTRY. See your Director for specific classes you must complete. Classes are posted at www.professionalregistry.astate.edu.

Preschool and School Age REQUIRED professional development classes:

HEALTH AND PHYSICAL EDUCATION, ECERS, CCOT, ECE Frameworks, Pre-K ELLA, INDEX and others are they are added.

Infant/Toddler REQUIRED professional development classes:

HEALTH AND PHYSICAL EDUCATION, ITERS, IT Frameworks, CCOT and other trainings as they are added.

other training may/will be required

Paid Planning Time

Full-time and part-time staff members may be provided with paid planning time during their regular work schedules. Time allotted is based on job responsibilities, project work assigned, or other situations. The paid planning time will be scheduled by the Director and should be used for planning classroom activities and maintenance of classroom. Paid planning time shall not exceed the 40 hour work week.

Curriculum

Greenbrier Christian Academy implements Pinnacle Curriculum for children's educational needs. We supplement with Creative Curriculum, High Reach and Adventures in Learning. We use a very hands-on sensory motor approach to learning in the classroom. Please talk to the Director about the best curriculum approach that is available for your classroom, your experience and education level.

Teachers are responsible for turning in lesson plans that follow the Arkansas Frameworks one month in

advance with a list of supplies needed. Each lead classroom teacher will be allowed a \$40.00 per month spending budget for curriculum materials for the classroom. You can request a **purchase requisition from** the Director (give a list of items needed and we will buy them for you) or you can purchase them and turn in a **reimbursement form**. (Please see policy on reimbursements). You must be prepared to provide a justification of your requests in a timely manner as outlined in the Policy on Reimbursements.

Developmentally Appropriate Curriculum

Pinnacle is a research-based early childhood curriculum, designed with both teachers and students in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle provides teachers with lessons that engage children in developmentally appropriate activities. Pinnacle is published in an easy-to-use format that includes lesson plan guides, activity enrichments, and long range goals linked to key standards. Comprehensive programs are offered for Infants, Toddlers, Two's, Three's, Four's, and School-Age children.

- Based on the works of Piaget, Gardner, and Erikson
- Developmentally appropriate activities that adhere to NAEYC guidelines
- Clearly stated learning objectives to help facilitate learning in all domains
- Flexible programming to accommodate varied learning styles
- Carefully selected themes that capture children's interest
- Long-range goals linked to Key Standards
- Provides suggestions to enrich developmental milestones based on research
- Interactive activities that help children develop a love for learning while they are growing, playing, and having fun
- Easy to follow daily or weekly format
- Includes Lesson Plan Guides
- Options for enriching activity centers and circle times every day
- Suggested book lists related to theme
- Patterns included for teacher use and classroom enrichment
- Five weeks of curriculum for each month
- Comprehensive Age-Specific Programs for Infants, Toddlers, Twos, Threes, Fours and School-Age children

*Each child will go home each day with a daily sheet about the core curriculum and thematic

topics for that day. Parents will always be involved in your child's education. Teachers are responsible for providing daily sheets and/or cuddle grams each day. Please see your director about these two documents that are required on a daily basis.

Bible Basis: Pinnacle Curriculum is a Bible base curriculum already. We also do daily Bible lessons each day in circle time as well as weekly scriptures for each class. Ages 3 and up participate in simple scripture memorization. Our behavior guidance policy is also Biblically based. Our music program is also Biblically based as well. We try to interweave our Faith Based Standards in to everything we do here at GCA, not just in circle time, but our daily language, activities and expectations as well.

Daily Schedule and Special Activities

Each class has their own developmentally appropriate classroom schedule. Classroom schedules are posted on the back of each classroom door and are available upon request. The schedule includes large group, small group, outdoor, bathroom, and meal times to promote developmentally appropriate practices. Curriculum is aligned with the Arkansas Frameworks, this includes all preschool skills and daily Bible lessons with scriptural memorization. High Reach Curriculum is used for infants, toddlers and preschoolers with Bible related activities as well. All children enrolled in Greenbrier Christian Academy program enrichment activities are scheduled and rotated each semester that may include, but are not limited to at least one of the following per semester:

- Story time
- Art Class
- Music Class
- Spanish Class
- PE Class

EACH CLASSROOM SCHEDULE MUST FOLLOW ALL QUALITY REQUIREMENTS AND BE POSTED ON THE BACK OF THE CLASSROOM DOORS. Please see your Director for more information.

Sample of Better Beginnings Approved Classroom Schedule:

Time	Activity	Length
8:00-8:30 am	Child Arrival / Breakfast	
	Arrival: Greet children and families, relay information with focus on transition and socialization.	
	Breakfast: Large group activity focusing on self care skills	30 Minutes
8:30-8:45 am	Circle Time	

Large group activity focusing on the theme related or curriculum activities, acquisition of various developmental skills. Circle time serves as the transition to curriculum instruction for the day. 15 Minutes

8:45-10:45 am Center Time

Centers: Free choice activity focused on individual teacher instruction through play, books, music and center materials with acquisition of various developmental skills. 2 Hours

10:45-11:15 am AM Recess (Gross Motor)

Large group activities focusing on acquisition of gross motor, socialization, language and individual skills. 30 Minutes

11:15-11:25 am Wash hands / Prepare for lunch 10 Minutes

11:25-12:00 pm Lunch

Large group activity focusing on self help skills, language acquisition and socialization. 35 Minutes

12:00-1:30 pm Nap Time

Scheduled time for rest and/or nap. 1 Hour

30 Minutes

1:30-2:00 pm Clean up nap / Bible Story 30 Minutes

2:00-2:30 pm PM Snack

Large group activity focusing on self help skills, language acquisition and socialization. 30 Minutes

2:30-3:00 pm Free Choice

Large group activities focusing on acquisition of gross motor, socialization, language and individual skills. 30 Minutes

3:00-3:30 pm PM Recess (Gross Motor)

Large group activities focusing on acquisition of gross motor, socialization, language and individual skills. 30 Minutes

3:30 pm Departure

Scheduled departure time for most students,

3:30-5:30 pm Extended Care

Mixed age classrooms for after school care. 2 Hours

Supervision

At no time shall children be left unsupervised or unattended. EVER. EVER. EVER. Please also see **Zone Supervision**.

Teacher Resource Room

Each staff member will visit the Resource Room each week. Staff is encouraged to read a selected article, chapter of a book, or to view a short video, or use resources to plan classroom activities. It is our goal that these planned staff development times will give all staff an opportunity to develop new skills in working with the children and parents.

Resource Library

The GCA Resource Library is located in the Resource Room. It is available for both student and parent use. A unique collection of materials are available. Students involved in CDA classes of Early Childhood may be particularly interested and are welcome to utilize the library to do research for a paper, plan curriculum activities, or prepare a special project. The Resource Library contains information on the following:

- Child care licensing guides for establishing and operating a child care center

- Curriculum guides and activity books for preschoolers
- Child development texts
- Mainstreaming preschoolers with special needs
- National and local child care publications and newsletters
- Child care policy
- Information on child care surveys and studies
- Work and family economic information
- Employer sponsored child care community resources, statewide
- Child care advocacy directory
- Books on the Reggio approach
- Home based family day care information

OTHER RULES

In addition to the basic rules listed above, there are other rules that require disciplinary action if violated. These rules include the following:

1. Work Time- Work time is for work. Any conduct that interferes with the time of a staff person will not be tolerated.

Also, staff members are not permitted to leave work area during work time without permission of their supervisor. Work time does not include recognized breaks.

2. Work Performance- Employees are expected to put in a full day's work. Unsatisfactory work, poor performance, producing work below standard, loafing, excessive time away from the job, permitting avoidable waste, and lack of cooperation jeopardizes the professionalism of GCA.

3. Family Friendly Policy- All children, parents, and visitors should be treated with kindness, friendliness, patience, and respect. Staff should refrain from gossip, loud talking, or other unnecessary noise and forms of conduct that could disturb the program and detract from the professionalism of GCA.

BECOMING ACQUAINTED WITH THE PRESCHOOL

Be sure you can locate and properly store the following items:

- ~ Accident/Incident report forms & Log Books
- ~ Easel painting supplies ~ Paper
- ~ Picture books ~ Manipulatives
- ~ "Beautiful Junk" materials ~ Cleaning supplies
- ~ First Aid boxes ~ Tuition box
- ~ Children's folders/emergency numbers ~ Log Book (Accident/Fire)
- ~ Telephone and log book ~ Adult scissors

- ~ Brooms and dustpans
- ~ Staff mailboxes and Bulletin Boards ~ Plastic storage bags
- ~ Staff work schedule
- ~ Children's schedules ~ Emergency procedures
- ~ Extra clothes ~ Allergy list

Program Policies

Confidentiality

The following guidelines are essential for the fostering of mutual trust and respect between GCA staff and the families we work with. Families are entitled to privacy and confidentiality, and staff must respect these rights by adhering to our standards of professionalism.

Authorized Disclosure

1. It is the policy of GCA that staff may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with GCA to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom GCA has authorized disclosure. Staff shall use confidential information solely for the purpose of performing services as employee for GCA. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidential Conversations and Information

2. Staff must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, foyers, hallways and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks, shelves, tables or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Returning Documents and Materials

3. At the end of a staff member's employment or upon the termination of an employee, he or she shall return, at the request of GCA, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Listening and Providing for the Needs of Families

4. Staff will listen to parents' needs and provide services accordingly. Remember that each of us has our own lifestyle and values, which should not be imposed upon the families and children we work with and care for. Families should not be criticized, manipulated, or labeled. Children are persons too, and are entitled to our respect as well. If we are truly committed to creating and fostering a healthy self-concept in the children we care for, then we must extend this respect to children. Demonstrate this by talking positively and objectively in front of a child to another staff person, child, or parent. Accept their feelings as valid and meaningful. Through providing quality resources and services, families do become stronger and more self-sufficient. Believe in this process.

Respect the Right to Privacy and Confidentiality

5. Staff will respect family rights to privacy and confidentiality. This means that, a) files should only be open to those staff persons needing or providing information for file maintenance, documentation, or services, and b) discussion of families and case consultation should remain between the staff person(s) directly involved with the families. No discussion of families should occur in open space. Rather, remove yourself to your office or a closed space for discussion and consultation. No discussion of families should ever occur outside the agency. Files are to be maintained in a secure manner.

Written Consent

6. All information shared with staff by families must remain confidential. No information is to be made available to anyone without the written consent of the parent(s) prior to the release of the information. Further, when discussing family information with another agency person, invite the parent(s) to participate directly in the discussion. This will assure the family that you respect them and are truly acting on their behalf with their consent.

Respecting other Staff Members ways of Communicating

7. All staff have been hired specifically for their expertise and training necessary for each particular position. As families have different lifestyles, so do staff in the delivery of their services to children and families. It is important for other co-workers to accept and respect the style in which another staff member interacts with the family as well as the style in which a staff member prefers to discuss or share information regarding families with other agency employees.

Primary Function of Your Job

8. It is difficult but vital to remember that the primary function of your job is to serve families. If you approach your job with this attitude in mind, then you will avoid resenting their request for assistance or information as an intrusion upon your time. Whenever possible, avoid passing requests on to another staff member because assisting them requires your time and attention. Cultivate an attitude of accommodation as helpfulness.

Clubs and Un-Authorized Social Media

9. Attending any un-authorized meeting, party, baby shower, birthday party, wedding shower, or other social get together held in the name of GCA, for GCA staff members, EX, current, or other-wise only is in strict violation of the confidentiality agreement and privacy policy and is terms for immediate termination. In the situation of a legal litigation concerning GCA, staff members are required to uphold strict confidentiality and no communication with anyone who is listed in the said litigation.

Consequences

Information contained in a child's record is privileged and confidential. Unauthorized removal of records or unauthorized divulgence of parents, children, staff, or program's confidential information is a *strict* policy of the Preschool. Violation of these rules is considered serious and will result in discharge without prior warning. Observe professional ethics at all times and never discuss children, families, or staff elsewhere. Observations made in the classroom and all information discussed at staff meetings/trainings are to be kept in strict confidence. Use first names or initials only in journals, lesson plans or papers related to your work here. If you personally know some of the children or families please keep those relationships

separate from your work here at the Preschool.

Sharing of confidential information will result in dismissal. This includes primarily information regarding children but is not limited to general information related to staffing patterns, finances, handbook policies, enrollment, employment or anything else related to the general operation of the program. Anything that could be viewed as negative or questionable comments in social settings would also be cause for dismissal.

We trust in each staff person to maintain the highest level of professionalism, respect, and trust with families and children requesting or needing services. By signing the Staff Handbook Orientation form, I understand the Confidentiality Agreement and agree to adhere to it.

Facebook & Other Social Networking

Staff who utilizes Facebook & other social networking may only post positive comments related to GCA, staff, children, work, parents, etc. and anything remotely affiliated with GCA. Anything that is deemed to be questionable would be cause for corrective action or disciplinary write up. All questionable posts are at the discretion of the Directors.

Examples of posts that is NOT appropriate:

Ahhhhhh.....naptime!!

I wish 4:15 would hurry up and get here!

These kids are driving me crazy.

What a crazy day!

ANY posts made during the day while supervising kids (not during your 30 minute break)!!! We will check!!

The point is just be VERY careful and deliberate about what you post online. Many parents will friend request you and you cannot control how someone else interprets what you write. You always want parents and other staff members to know/feel that you enjoy your job and the time you spend with their kids.

Parent Interactions

Many of you will become well acquainted with the parents of the children. There are a few guidelines to which you must adhere:

- Talk with parents only if you are not in the classroom with children.
- Refer all parent questions to the teaching or administrative staff; please refrain from offering advice or attempting to "diagnose" a child.

- Never talk about children in front of any other children.
- Never talk to parents about other children.
- Feel free to share a child's highlight from the day with parents.

Child Custody

Each group must have a current enrollment sheet (daily attendance form) for each student. It is your responsibility to be familiar with the application of each child. Staff should note who is authorized to pick up each child and the family status. In the event someone who is not authorized to pick up the child comes, the Director will call the parent. You should be aware if there is a custody situation. This and other information about the family is confidential and should not be discussed with others. You are responsible for verifying the identification of a parent or authorized pick up with a state photo ID card or license.

Health Policy and Allergies (from Parent Handbook)

Greenbrier Christian Academy is not a fully "peanut-free" environment, however; we take precautions when necessary. Please inform Greenbrier Christian Academy Administration staff regarding allergies and concerns. Parents may be asked to provide food substitutions for allergies related to food. In order for GCA to recognize an allergy and provide an alternative, we are required by the state to have a doctor's note on file about the allergy. ***If your child misses school, please bring us a doctor's note upon return. You must wait at least 24 hours after fever or illness before bringing your child BACK to school!*** If your child gets sick at any time throughout the year, please replace his/her toothbrush! On your child's application, you have signed a waiver for us to apply lotion, sunscreen, and/or diaper cream on your child as needed.

Sunscreen (from Parent Handbook)

Children need to be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Sunscreen used for infant, toddlers, and preschoolers shall be kept out of the reach of children and administered only with written permission. (A blanket permission form is located on each enrollment application.) A "community" supply of sunscreen is often used. Please use proper sanitary methods of applying sunscreen if using the same bottle. Please be aware if a child requires a specific type of sunscreen and adhere to the parent wishes.

Infant Booties (from Parent Handbook)

Staff members in the infant rooms are required to wear blue infant booties. This is because our young infants often spend a lot of time on the floor (crawling, tummy time, etc.) We do this to provide the classroom is clean and sanitary as much as possible. Parents are not required to wear the infant booties unless you plan to spend an extended amount of time in the classroom.

Immunizations (from Parent Handbook)

State licensing requires that all children upon their fourth birthday receive their kindergarten immunizations. Up-to-date immunizations are required by Arkansas Law and by the Arkansas Department of Health for all children who attend a childcare facility. Immunizations not only protect your child, but also protect younger children in the school (who are not old enough for certain immunizations) from being exposed to a disease that your child could carry. A child will not be allowed to enter Greenbrier Christian Academy without an immunization record that shows the child to be up-to-date, to be currently in the process of receiving immunizations due or have a current state approved exemption. The nurse on staff will verify all vaccination records of children enrolled and work with families to ensure all children are up to date.

Recommended Immunization Schedule (from Parent Handbook)

A subcommittee of the American Academy of Pediatrics and the American Academy of Family Physicians, called the Advisory Committee on Immunization Practices, has established the Recommended Childhood [Immunization Schedule](http://aapredbook.aappublications.org/site/resources/IZSchedule.pdf) for the United States for 2013. Please see the Greenbrier Christian Academy website for more information on immunizations or visit <http://aapredbook.aappublications.org/site/resources/IZSchedule.pdf>

Other vaccines may be prescribed by your pediatrician based on risk factors. If you will be traveling outside the country, contact your physician regarding special vaccines that are recommended for the area in which you will be traveling. Any dose not given at the recommended age should be given as a "catch-up" immunization at any subsequent visit when indicated and feasible.

Daily Health Check (from Parent Handbook)

A health check will be made daily by the caregiver in charge upon the child's arrival as well. Questions may be asked of the parent concerning any unusual observations of the child in general. If bruises or injuries are present, it will be documented by the staff.

The child will not be allowed to stay if fever, diarrhea or a possible contagious rash is present. When an antibiotic is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. Greenbrier Christian Academy will follow that guideline unless the parent brings a statement from the physician stating that the child can return sooner. Such a statement will be accepted only when no signs of illness exist. If antibiotic is needed two times per day, all doses should be administered at home, one before school and one at night. Allergies should be noted on the medical form by the physician. Teachers will be alert throughout the day for possible signs of illness.

Medication and Illness (from Parent Handbook)

Parents are required to supply the requested information each day that the child is to receive any medication while at the center. Prescription medicine will be given only with written permission of the parent on the medication chart. All instructions for medications must be written each day that medication is to be administered. *Medication dosage will only be given according to the recommendation on the product label. If you request your child to receive a dosage different from the product label a doctor's note must be provided.* If someone other than the parent brings medicine for a child, that person's name must be included on the Parent Permission Form in the child's file or that person must bring a signed statement from the parent that states all information required on the medication chart. Medicine will remain in a locked area at all times. When medication is given to the child, the date, time, dosage, and the staff member's signature are recorded on the medication form. All medication must remain in the original container indicating the child's name, type and date of prescribed medication, amount and times of dosage. **Over the counter medication may not be given unless it is in an unopened container.** Please do not leave any medication in a child's cubby or backpack. You must physically give it to your child's teacher or administrative staff. Advance arrangements should be made for the care of a child when the child is sick if the parent will be unable to stay home with the child. Parents should call the director early in the day to report an absence or to ask about symptoms of illness if uncertain about bringing the child. A call may prevent an unnecessary trip to Greenbrier Christian Academy because sick children will not be allowed to stay. If a parent is contacted to pick up an ill child, promptness is expected within 30 minutes. The child's data sheet must always have up-to-date information so that the staff will be able to find

the parent in the event that the child becomes ill. Please keep us informed of any changes including: class schedules, employment information, change of address, change of phone number, etc. Parents should keep a child home if any of the following conditions exist:

1. Fever: (at present or within the last 24 hours) A child cannot be at Greenbrier Christian Academy while taking Tylenol or another fever reducing medication in order to maintain a normal temperature. At Greenbrier Christian Academy, temperatures are taken under arm by thermometer. A child will be sent home if temperature is at or above 101 degrees under the arm, or 100 degrees for 6 months and under.. If other symptoms exist, a child may be sent home with a lower temperature than those stated above. Fever strips used on the forehead are not considered accurate. If fever is suspected at the time of arrival, the parent will be asked to wait for a thermometer reading before leaving the child. **Please understand these policies are in place to protect your child, rather than to create a hardship on anyone. A child sent home with any illness will not be able to return to the center for 24 hours.** This means that if a child is sent home during the day, he/she may not return the next morning, but must wait until the 24 hour period has passed or has a doctor's note stating that the child may return to school and is not contagious.

2. Diarrhea: (Three (3) or more watery stools in a 24 hour period.)

3. Vomiting: (Vomiting on two or more oGCAsions within the past 24 hour period)

4. Difficult or Rapid Breathing

5. Skin Conditions: which have not been diagnosed as non-contagious by a physician, including but not limited to:

A. Yellow (jaundiced) eyes or skin

B. Contagious stages of chicken pox, measles, mumps, or rubella

C. Untreated scabies or head lice

D. Untreated impetigo

6. Red Swollen Eye(s): w/ white or yellow discharge (until on antibiotics for at least 24 hours or until physician releases)

7. Severe Coughing: episodes of coughing which may lead to gagging, vomiting, or difficulty breathing

8. Multiple Sores: inside mouth with drooling, a physician's note indicating non-infectious

9. Ring Worm: a fungal infection of scalp or skin; may return after evaluation and under physician's care and treatment

A child should be kept at home if he/she is ill enough for any reason to need one-to-one care or too ill to go outside (See Outdoor Play Policy).

Head Lice Policy (from Parent Handbook)

We have a “no nit” policy. If head lice or nits are found on your child, you will be called to pick up your child and given information on treatment. The child will be checked upon their return to Greenbrier Christian Academy and may stay if you show proof of treatment (empty lice treatment container) and the child is “nit free”.

Emergency Medical Care (from Parent Handbook)

Greenbrier Christian Academy Administration will determine if a child requires emergency medical care, the child’s parents will be called for instructions, and then primary care physician may be notified. If the parent is unavailable the next person on your child’s application will be called until we speak to someone. When necessary, Greenbrier Christian Academy Staff will call 911. Parents will receive a copy of an accident or incident report if child is injured at preschool.

First Aid (from Parent Handbook)

Most Greenbrier Christian Academy staff is required to participate in CPR and First Aid training. Close supervision is required at all times. In the event of an accident, the appropriate first aid measures should be taken. An incident/accident report will be completed by the teacher who witnessed the injury. Parents may be called or notified depending on the incident/accident that occurred. They will also receive a copy of the incident/accident report. All names are kept confidential. First aid kits are kept in a locked cabinet in the bathroom within each classroom.

Cleaning Policies (from Parent Handbook)

Just as hand washing is vitally important, so is cleaning. We disinfect our classrooms twice daily with a bleach water solution recommended by the Centers for Disease Control (CDC). We disinfect all toys, materials, center items, surfaces and more. At the end of the day, we are able to do a much deeper cleaning with includes, but is not limited to: vacuum, sweep, mop, disinfect all materials and surfaces, take out trash, change sheets/bedding as needed, and more. Please bring it to our attention (director or receptionist) if a room needs attention, or smells bad. We want our classrooms to be clean, sanitary and smelling fresh ☺ at all times. All of the classrooms are cleaned thoroughly throughout the day, which includes sweeping, mopping, disinfecting and cleaning bathrooms. All toys are sprayed with a special disinfectant to kill most common viral germs at the end of each day. Some classes may seem “messy”, with toys on the floor, but this is evidence that children are learning through

enriched play activities and a minimum amount of “mess” is okay. All children are encouraged to help clean up toys at the appropriate times during the day.

Hand washing (from Parent Handbook)

Hand washing is a major component of our health and safety program at GCA. Anytime you are around other children, you are automatically exposed to a variety of germs. We believe in being pro-active and preventative in eliminating this exposure as much as possible. Hand washing sinks are available inside each classroom and are separate from the toileting sink (in the bathroom). Individual paper towels and soap are always available at each sink. Hands are washed upon entry into the classroom, before and after eating, before and after diapering/toileting, upon exiting the playground, and as needed (wiping noses, etc). This hand washing policy is for all children enrolled staff members and parents visiting the classroom.

We do our best to prevent viral germs and illnesses from spreading by being proactive with our health and sickness policies, as well as frequent hand washing and disinfecting. Each child and/or parent and teachers must wash their hands upon entering or re-entering the classroom, before and after eating or toileting/diaper changes, touching the trash can/ floor and other times as needed.

Developmental Screenings (from Parent Handbook)

All children ages 0-5 will receive an Ages and Stages developmental screening at GCA after enrollment, within the first semester. Children will be referred for a more comprehensive screenings as needed for suspected delays.

Kindergarten Readiness (from Parent Handbook)

All children ages 3-5 will receive a list of kindergarten readiness skills (or a Kindergarten Skills Calendar) from the Department of Education in accordance with Act 825 of 2003.

Rest time (from Parent Handbook)

Greenbrier Christian Academy will have a rest time for children of all ages for a 1 hour minimum as mandated by licensing requirements. Infants and toddlers are allowed to sleep longer than one hour or as needed throughout the day. We provide the cots, and sheets, and parents are asked to provide a small blanket. Parents are DISCOURAGED from bringing additional blankets or pillows due to lack of storage. All linens will be laundered weekly. Infant sheets are washed daily.

Outdoor Play Policy (from Parent Handbook)

The children will go outside every day unless rain or extreme cold prevents them from doing so. In cold weather, the time spent outside is adjusted to the temperature; children will be taken out if at all possible. Please do not request that your child stay inside. Greenbrier Christian Academy does not have extra staff available to stay in with one child. It is a policy that if a child is unable to participate in the day's activities such as outside play, the child should not attend that day. Fresh air strengthens our immune system, and outdoor play is an important aspect of Greenbrier Christian Academy's program. Please think of the child's comfort and possible daily weather changes when you dress your child and in planning outer garments to wear or bring to the center daily. **It is a licensing policy that children have at least one hour of outdoor play per day in suitable weather.** If weather is above 100 or below 30 degrees, the scheduled outdoor play time may be moved to a different time of day, shortened or scheduled gross motor activities inside their classroom. ***There is no bad weather, just bad clothing.***

Safety Drills (from Parent Handbook)

Greenbrier Christian Academy will conduct fire and tornado drills monthly. We will conduct earthquake drills annually and intruder drills semi-annually. In case of a fire emergency each classroom will evacuate from the side or front entrance through the parking lot and onto the grassy area by the brick fence across the side street. In case of a tornado emergency, Greenbrier Christian Academy will move children to the main hallway. Each emergency evacuation map is located in each class room on the back of the door. Please refer to the Risk Management Plan for all Emergency Management.

Release of Publication (from Parent Handbook)

Photos, videos and other publicizing activities will be used by Greenbrier Christian Academy unless marked otherwise on your child's enrollment form. All photographs and videos are property of Greenbrier Christian Academy and no funds will be exchanged for advertising purposes. ****Teachers need to check this authorization before taking pictures of children in your classroom.****

Field Trips (from Parent Handbook)

Greenbrier Christian Academy will participate in field trips throughout the year for children ages 3 and up only. (Under the Sea and Solar System class only) All

transportation policies must be followed strictly. Please refer to the minimum licensing requirements or ask your director for more information.

Meals (from Parent Handbook)

GCA is part of the Health and Wellness Program and we follow the current U.S. Department of Agriculture guidelines, including portion size for all food served to children. *Since we do participate in the USDA Food Program which helps us keep fees at a reasonable rate, we have to have each parent fill out an Income Eligibility Application, Enrollment form and Obligation to serve infants form (if necessary). These applications are kept in Greenbrier Christian Academy files. They do not affect the monthly tuition for the child. The number of children qualifying for free, reduced price, or paid meals determines the amount that Greenbrier Christian Academy is reimbursed. All children enrolled in Greenbrier Christian Academy must participate in the USDA Child and Adult Care Food Program and are required to complete the forms requested to continue enrollment at GCA.*

Breakfast, lunch and afternoon snacks will be provided for all children at no additional charge to parents.

*******TEACHERS MAY NOT CONSUME ANY FOOD OR DRINKS IN THE CLASSROOM THAT THE CHILDREN ARE NOT SERVED ALSO******* *Food that is prepared and served by GCA is the ONLY food that is allowed in the classroom.*

Infants (under 12 months): For Infants 0-12 months, we must have an additional form on file that is required by SNP. Please fill out and return the "Obligation to Serve Infants" form as part of your child's required paperwork.

Greenbrier Christian Academy will begin feeding solids on notification by the parents, since infant readiness is not based on age but on individual readiness. Some infants may not be ready for solids until they are six months old. Parents are urged to follow a physician's recommendations and their infant's signals since feeding solids before the infant is ready may contribute to obesity, food allergies, choking, and deprivation of nutrients needed from formula or breast milk. The following practices **WILL NOT** be followed at Greenbrier Christian Academy even if requested by a parent:

- Bottles will not be propped.
- Bottles of sugar water, soda, or other sweetened drinks will not be given.
- Solids will not be fed from a bottle.
- Infants will not be force-fed.

- Medications cannot be put in bottles, sippy cups or other cups

The parent may supplement the foods provided by Greenbrier Christian Academy if desired. We will consult with the parent when offering foods so that the foods offered at Greenbrier Christian Academy are consistent with what the parent is offering at home. If there is a large discrepancy between what is required and the parent's request, a physician's statement may be required. If your child has a food or milk allergy, we must have a

doctor's note on file and you MAY be required to provide an alternative food based on the allergy. Parents are encouraged to provide us with a list of substitute foods that are recommended by the child's physician.

Breakfast is served to children at 8:00 a.m. If you arrive after 8:30, you will need to serve breakfast at home. If your child will be attending but will arrive after 8:30, parents are required to call the child's school to make sure that the child is added into the lunch count. If the school is not called to include your child in the lunch count, then you may be responsible for providing your child a lunch for that day.

Infant Meal Pattern Requirements (from Parent Handbook)

Birth through 3 months: Iron fortified formula or Breast milk

4 through 7 months: Iron fortified formula or Breast milk, Iron fortified infant cereal (optional), and Fruit and/or Vegetable (optional)

8 through 12 months: Iron fortified formula or Breast milk, Iron fortified infant cereal, Fruit and/or Vegetable, Meat, fish, poultry, egg yolk, beans, cheese food or spread, or infant cereal, Bread or crackers (optional) or fruit juice.

Toddlers (13-36 months): The toddlers sit in chairs at a low table during meal and snack times. A caregiver eats at each table with the toddlers, providing a role model for the children. Children are never forced to eat or drink. They are required to keep food at the table. Every child who can drink milk and eat solid foods will be offered all foods on our menu. If there is a religious reason that a child cannot have a food, the matter should be discussed with the director.

The following chart is an example of meals that may be served at Greenbrier Christian Academy including ages and portion sizes:

Breakfast or Lunch: Children 1-2 year olds

Milk: 4 ounces

Meat or Meat alternate:

Any of these qualify as meat:

Cheese: 1 ounce

Lean meat or poultry: 1 ounce

Egg: 1 large egg

Cooked dry beans or peas: ¼ cup

Peanut butter: 2 tbsp.

Yogurt (plain or flavored): ½ cup

(Or an equivalent of any of the above meat/meat alternatives)

Vegetable: and/or fruit: ¼ cup

(Total of two or more)

Bread or Bread alternative***: ½ slice (1/2 ounce)

Enriched or whole grain only

Breakfast or Lunch: Children 3-5 year olds

Milk: 6 ounces

Meat or Meat alternate:

Any of these qualify as meat:

Cheese: 1 ½ ounce

Lean meat or poultry: 1 ½ ounce

Egg: 1 large egg

Cooked dry beans or peas: 3/8 cup

Yogurt (plain or flavored): ¾ cup

(Or an equivalent of any of the above meat/meat alternatives)

Vegetable: and/or fruit: ¾ cup

(Total of two or more)

Bread or Bread alternative***: ½ slice (1/2 ounce)

Enriched or whole grain only

Snacks: Children 1-2 years

AM or PM supplement

(Select 2 of these 4 components)

Milk, fluid: 4 ounces

Meat or meat alternate: 1/2 ounce

Juice, fruit or vegetable: ½ cup

Bread, bread alternate**** And/or cereal: ¼ cup

***Enriched or whole grain only: ½ slice

Cereal: Cold dry: ¼ cup

Snacks: Children 3-5 years

AM or PM supplement

(Select 2 of these 4 components)

Milk, fluid: 4 ounces

Meat or meat alternate: 1/2 ounce

Juice, fruit or vegetable: ½ cup

Bread, bread alternate****

And/or cereal: 1/3 cup

***Enriched or whole grain only: ½ slice

Cereal: Cold dry: ¼ cup

****All juice must be 100% juice!!

******ALL MEALS AND SNACKS MUST BE SERVED AT TABLES******

If you would ever like to bring food items for your child's class, such as parties or special holidays, they must meet or exceed the above guidelines and be pre-packaged or come from a health department approved bakery. NO HOME MADE FOODS ARE ALLOWED!

Infant Feeding Policies

The routine use of food, bottles and formula shall be agreed upon by the caregiver and parent. Instructions regarding special needs for food, bottles and formula, such as food allergies shall be obtained in writing from the parent and followed by the caregivers.

Infant bottles and food shall be prepared and heated in an area separate from the diaper changing areas. Children shall not share the same bottle or eating utensil. The facility shall practice a sanitary method of cleaning bottles and cups.

Bottle shall not be propped. Infants under 6 months of age shall be held while being bottle fed.

Bottles and sippy cups must be labeled at all times.

They shall be refrigerated at all times.

Safety straps shall be used in high chairs at all times.

Cuddle grams shall be used to document all feedings.

Birthdays (from Parent Handbook)

Greenbrier Christian Academy encourages that each child receive recognition on their birthday. Children are invited to celebrate! This is a very important day for a child and deserves a special time. Parents should contact the child's teacher to work out arrangements such as refreshments. All cakes, cookies and/or cupcakes must be purchased from a licensed, health approved bakery. Unfortunately, no home made foods are allowed.

What Items Should Be At Preschool (from Parent Handbook)

Greenbrier Christian Academy requires the following labeled items be in your child's cubby box if applicable:

- Please bring a bag or a STANDARD size backpack to school with your child everyday that can adequately hold ALL of your child's belongings for the day. Please use the STANDARD size backpack as a guide for the size your child will need. DO NOT SEND ANYTHING LARGER THAN A STANDARD SIZE BACKPACK OR MORE THAN ONE BAG!
- ALL children will need an extra change of clothing kept in their bags at all times, please include a large zip lock sack for soiled garments.

- Each child will have a work folder supplied by GCA sent home each day with your child's work, letters from teachers, newsletter, art, and other work that your child did during the day. Please check this folder daily and ALWAYS keep in your child's backpack. You may also use it to send letters to your child's teacher or director as well.
- Labeled diapers, wipes, bottles, cups, formula, diaper cream (do not leave in bag) or other items needed by your child
- Toothbrush with travel cover (the kind that goes over the bristles only) and toothpaste {Remember to replace your child's toothbrush after ILLNESS!}
- Small blanket to be kept at GCA all week. (We will send home at the end of the week for you to wash and return clean on Monday).
- DO NOT PACK MEDICATION, DIAPER CREAM, HAND SANITIZER, SUNSCREEN, CHAP STICK OR OTHER LIQUIDS IN YOUR CHILD'S BAG. THESE ARE CONSIDERED MEDICATION AND MUST BE LOCKED UP AT ALL TIMES. IF YOUR CHILD NEEDS THESE ITEMS WHILE IN CARE AT GCA, PLEASE DIRECTLY HAND THEM TO YOUR CHILD'S TEACHER AND REQUEST A MEDICATION FORM TO FILL OUT BEFORE YOU LEAVE.

*******TEACHERS ARE RESPONSIBLE FOR CHECKING ALL BAGS UPON ARRIVAL EACH DAY AND REMOVE ANY OF THE ABOVE ITEMS THAT MAY BE CONSIDERED HAZARDOUS FOR CHILDREN.*******

Greenbrier Christian Academy encourages 3-5 year olds to have a STANDARD size backpack for practicing and creating responsibility for school. No toddler size or roller backpacks, please. Personal sippy cups should be sent for 1 and 2 year olds and will be sent home daily. Please label all items. If you do not label your items, we will label them with a black sharpie pen. Greenbrier Christian Academy will not be responsible for lost, stolen or damaged items. Please bring only enough items for one day at a time. Please do not allow your child to bring personal toys to school. The only exception is for show and tell AND your child's teacher will let you know if the class will participate in this.

Toilet-Training (from Parent Handbook)

Greenbrier Christian Academy promotes and encourages toilet training. Parents need to notify staff to address communication, routines, and dressing skills. It is very important to have consistency at home

and at school. As parents and teachers, we work together with your child's toileting needs. Greenbrier Christian Academy children will not be scolded or shamed should an accident occur. Extra clothing garments should be labeled and provided by parent. When toilet training, please dress your child in EASY TO REMOVE clothing! Greenbrier Christian Academy will assist children in toilet routines and hygiene practices.

Clothing (from Parent Handbook)

Greenbrier Christian Academy encourages parents to dress children in washable, sturdy clothes and for the day's weather and activities. Creative crafts and art activities, as well as outdoor play, are planned daily. We do our best to keep clothes clean and stain free, but sometimes learning means getting a little dirty sometimes, please be gracious when this happens. Please remember to LABEL ALL coats, socks and shoes!

Items brought from home (from Parent Handbook)

Greenbrier Christian Academy encourages children not to bring toys or materials from home unless used in theme, activity, or naptime and are requested by your child's teacher. Please leave all toys at home. If a toy is brought to school it will be put in your child's backpack for the day. Do not send your child eating leftovers from breakfast, as other children invariably want some too. Also, do not allow your child to bring coins or other small items to the school, as they are easily swallowed by young children and can cause serious medical problems. Balloons are never allowed in the school. They are known to be potential choking hazards. If your child has a security item, please **DO** allow your child to bring it to Greenbrier Christian Academy. Security items are age appropriate for infants and toddlers. We do not force the items on the children, but we do allow the children to give us direction on their needs for security blankets, etc. Please do not bring pacifiers to school for children over 2 years of age.

Services Available to Parents/Referral Services

The Resource Library contains many parent educational materials, publications, videos, and information. A list of community resources is also available. The GCA Preschool Program shall use the following procedures for referring parents to appropriate social, mental health, educational, and medical services for their child should the staff feel an assessment for such services would benefit the child. Whenever any staff member is concerned about a child's development or behavior and feels further evaluations should be done, they should

report to the Lead Teacher, who will review the information with the Director. The Director will make all referrals.

Policy on Releasing Children

Only the authorized parent(s) or others identified by the parents can pick up a child. A signed form is on file in the child's folder and in our database listing other authorized persons. Under no circumstances can a child be released to anyone not on the signed form. Ask for photo identification if you do not know the person. (SEE SIGN IN AND OUT PROCEDURES FOR MORE INFORMATION ABOVE).

Behavior Management Plan

At GCA, we have some basic rules for the health and safety of the children. We try to arrange the environment to avoid problem-causing situations. We tailor our expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. We encourage children to develop their own control, autonomy, management of feelings, problem solving, and find their own rewards in cooperative social behavior. However, when a child does act in such a way that is, or could be, harmful to their self or another, destructive to property, we do intervene. We *do not* use corporal punishment, including spanking. A child is *never* subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is *never* denied food or forced food as a form of punishment. A child is *never* punished for wetting, soiling, or not using the toilet. We model a sense of control in our own touch and voice. We are firm about our limitations when they are appropriate to the situation and the child's ability to understand and comply. We are consistent. We work as a team with other teachers and with parents. We analyze possible reasons for behavior problems and make whatever adjustments in the environment that we can. We offer choices, try to redirect activity, point out natural or logical consequences of different behaviors, help the child individually or in a group to problem solve. We give hugs and words of encouragement.

Discipline

Discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control.

- Physical punishment shall not be administered to children.

- Staff shall not shame, humiliate, frighten, physically or mentally harm children or label children negatively.
- Discipline shall not be associated with food, rest, or illness.
- The length of time a child is placed in time out shall not exceed one minute per year of the child's age.

The following activities or threats of such activities are inappropriate as disciplinary measures and shall not be used for children; these include, but are not limited to:

- o Restraints
- o Washing mouth with soap
- o Taping or obstructing a child's mouth
- o Placing unpleasant or painful tasting substances in mouth, on lips, etc.
- o Profane or abusive language
- o Isolation without supervision
- o Placing child in a dark area
- o Inflicting physical pain: hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting, spanking, swatting, etc.
- o Forced physical activity, such as running laps, doing push-ups, etc.
- o Verbal abuse or a loud voice
- o Writing sentences

IT IS THE PHILOSOPHY OF GCA TO PROVIDE POSITIVE REDIRECTION/DISCIPLINE TO CHILDREN.

- o Redirection: Suggest appropriate behavior.
- o A quiet, private talk: Show respect for the child's feelings. Get down to the child's level and give the child our complete attention. Be direct and brief.
- o Direct praise: Praise the child that is behaving appropriately. Catch the child being good and comment on that to the child. Avoid always catching the child engaging in inappropriate behavior.
- o Indirect praise: Praise a child who is behaving the way you want the rest of the group to behave.
- o Role Model: The staff should always be a role model for children. You should role model behavior such as using a whisper voice when you want them to be quieter.
- o Logical Consequences: The outcome is a natural consequence of the misbehavior.
- o Arrange Contingencies: For acts of physical aggression or other serious offenses, a "time-alone" or supervised

separation from the group is appropriate. Give forewarning, then follow through in a firm, fair, and friendly manner with the action announced. When the child is calm enough to listen, explain the reason for the time out, what he/she felt, why he/she did it, and how it made the teacher feel. Learn to react positively and consistently to maintain an enjoyable and relaxed learning environment.

o The "Wise and Foolish" method will be taught to all children. Learning to express emotions verbally and honestly is a normal part of childhood. We can help by modeling appropriate behavior and by teaching an acceptable vocabulary to express anger, annoyance, sadness, etc. We must keep our eyes and ears open to possible discipline problems that can be avoided and we must always listen to what children have to say.

The use of behavior guidance shall show that the caregiver understands each of the child's needs and shall promote self discipline and good behavior.

Behavior guidance techniques include:

- A. Looking for appropriate behavior and reinforce the children with praise and encouragement when they are behaving well.
- B. Remind the children on a daily basis of the rules by using clear positive statements of how they are expected to behave rather than what they are not supposed to do.
- C. Attempt to ignore minor inappropriate behaviors and concentrate on what the child is doing properly.
- D. Use Brief supervised separation (time alone) from the group only when the child does not respond to a verbal command, which instructs the child as to how she is supposed to behave.
- E. When a misbehaving child begins to behave appropriately, encourage and praise small positive steps rather than waiting until the child has behaved for a long period of time.
- F. Attend to the children who are behaving appropriately and other children will follow their example to obtain your attention.
- G. When the entire group is behaving well, reward them with an activity that they enjoy.

PHYSICAL PUNISHMENT SHALL NEVER BE ADMINISTERED TO THE CHILDREN.

THE LENGTH OF THE TIME THAT A CHILD IS PLACED IN TIME-OUT SHALL NOT EXCEED ONE-MINUTE PER YEAR OF THE CHILD'S AGE. THE ONLY ACCEPTABLE FORM OF DISCIPLINE WITH INFANTS AND TODDLERS UNDER 24 MONTHS IS REDIRECTION.

(Brief separation from the group is acceptable when the child's behavior places the child or others at the risk of harm. The child may be placed in a supervised area away from the group or in a crib or playpen while the caregiver attends to the situation. (Example: A child who has bitten another child would be removed from the group, briefly, while the caregiver attends to the bitten child.)

We will be using wisdom based teaching in addition to the above policy. Proverbs 29:2 says, "When the righteous thrive, the people rejoice." We will establish ways to bless the entire class for the wise choices of some. We will be using the "Nurture Principle" in the following ways:

- A. Educate: Giving knowledge of the standard(What the teacher expects of the child)
- B. Train: Understanding how facts and standards apply to everyday life.
- C. Correct: Accountability and consequences for the choices made.

We use the terms "wise" and "foolish" instead of "good" and "bad".

Every child is such a unique creation of God and no two are alike. Spiritually, emotionally, socially, physically, the children who enter Greenbrier Christian Academy start at different levels of development. And just like God, works with us, we must work with these children where they are, challenging them to move upward in God as well as learning activities.

Behavior Guidance at Greenbrier Christian Academy is appropriate to the developmental level of an infant to a 4th grader. Positive guidance is the rule at Greenbrier Christian Academy. The teaching staff uses verbal direction and guidance that is in positive terms.

Guidance is positive yet firm. Children are not offered a choice if indeed there is no choice. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc.

Here are the basics, of our thoughts, on what works best with young children:

When children are not in danger of hurting or being hurt, we allow them time to work out their differences. Adults step in as guides, putting the situation into simple language the children can understand. Children

are asked for input into the solutions. In this way, children learn how to get along with others.

Behavior Guidance is viewed by all as being directed toward teaching children acceptable behavior and self-control and helping the children play together safely. Children are not punished; they are taught by positive guidance. Discipline is never associated with food or toileting. Children are never labeled as "bad" or "naughty." Children are never required to participate in group activities. An adequate number of materials, equipment, and activities are used as preventative measures. Duplicate materials are used whenever possible.

All staff is aware that infants and toddlers cannot be expected to share or take turns, but it is gently encouraged. Activities requiring such social competence are used sparingly and only when alternative activities are available. We know that children cannot learn to share until they have learned to own. That is why we teach children to share by sharing with them. When we "catch" children sharing or taking turns, we praise them.

Guidelines for ages 1 year – 2 years

During this transitional stage between infancy and toddler hood, these one and two year olds are simply learning and testing their boundaries. Young children may forget easily and need reminding as well as modeling appropriate behaviors. A child at this age is extremely easy to distract and divert. Time alone procedures are not acceptable for children under two years of age (24 months). A brief separation from the group is acceptable when the child's behavior places other children at risk of harm.

Examples of misbehaving are hitting, kicking, pushing, or biting.

Note: Biting will result in counseling and possible dismissal from Greenbrier Christian Academy. (See Biting Policy)

Guidelines for Ages 3-5

Discipline takes time, consistency, and prayer. It builds character and teaches respect for God and inspires a child to live for Christ. We teach simple classroom rules and are consistent. We always reinforce the rules each day and know that children will mimic what they have seen or heard, so be cautious with your actions.

Greenbrier Christian Academy rules for children:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use kind words.
4. We use our walking feet inside.
5. We are responsible for what we say and do.

Problem Solving Program:

1. Stop and Think.

2. Do I want to make a wise choice/foolish choice?
3. I want to make a good choice.
4. What are my choices?
5. Just do it- make a good choice.
6. Give yourself a pat on the back and say good job.

There are two parts to discipline, preventative and corrective.

Preventative discipline involves:

Classroom management- all teachers should be prepared, organized, and consistent.

Communicate effectively- all teachers inform the children what we want them to do. Teachers should give clear directives and redirect when appropriate.

Praise obedient behavior immediately.

Corrective discipline includes:

Maintaining control of classroom environment.

Teachers should have a plan of action. This should reinforce expectations and classroom rules.

Correct a child in a way that will not belittle or embarrass them.

Biting Policy

Because biting is a common occurrence in programs serving children under three years of age, and because biting is a common concern of parents of infants and toddlers, Greenbrier Christian Academy has carefully researched its policy concerning biting. The following procedures are followed at Greenbrier Christian Academy:

First, the victim receives the first attention and any necessary first aid is immediately available. The biting child is dealt with firmness, kindness and briefly. The child is told that biting hurts and that biting cannot be allowed at Greenbrier Christian Academy. Further response or action would depend on the reason for the biting incident.

a. If the biter is an infant, usually the child is biting just as the child would bite a toy. The child gets response, so he/she bites again. Careful supervision is used to prevent bites, and many chewable toys are provided.

b. Some children begin to bite because they imitate the kisses or playful bites of adults. Parents are warned that such "biting" play may very well encourage their child to bite in the future.

c. If the biter is biting things, as well as people, and seems to have a need to bite, a substitute object such as a teething item is provided, and the child is told to bite the object anytime he/she wants.

d. If the biter is verbal and communicating by biting rather than using language to get results, the biter is encouraged to use words instead. Appropriate words should be given to the child who needs them. The

teacher can say, "Joe, use your words; say, 'No, that is mine.'"

e. If a certain child seems to be chosen often as the victim, that child is encouraged to be more assertive. If the child seems to be biting for attention, teachers focus on times during the day that meet the child's need for attention.

f. If the child is old enough to understand, a calm time is chosen (such as diaper changing time) to tell the child why we do not want anyone to bite.

g. Never will a biter be "bitten back." This only provides the child with an inappropriate role model.

The staff at Greenbrier Christian Academy supervises very closely at all times. Everything possible is done to keep all of the children at Greenbrier Christian Academy safe and secure. However, just as all toddler falls cannot be prevented, all bites cannot be prevented. Accident reports are filled out on all bites that leave a mark. All bites are documented. If the bite should break the skin, the parent will be notified. If a child is biting repeatedly, the director will discuss the matter with the parents of the biter to assure that the child is being dealt with in a consistent way. However, the name of the biter is not given to other parents. The child must be protected from any negative reactions from others. Biting is a normal behavior for toddlers, but some people may look at a biter in a negative way. Toddler bites and infant bites are not intentional. Parents who have further questions about biting are invited to discuss the matter with the director. Specific questions can be answered and written information is available.

Considering the above information, we will do our best to work with the parents and the child in biting situations. However, we also have a responsibility to protect all of the children in the classroom from injury. If a child bites more than 3 times in one day, the parent will be called to pick up the child. If a child bites more than 10 times in one month, dismissal will be considered. The policy will be amended considering the situation, the severity and the frequency of the biting. We reserve the right to change the policy as needed. We strive to provide support, parent education and resources to families who deal with biting issues and will only use dismissal as a last resort.

Nutrition Policy (SEE MEALS FOR MORE INFORMATION)

We try to promote a healthy attitude toward food. We teach children about good food choices. We take care in our selection of food, choosing snacks that are low in fat, sodium, sugar, and preservatives. We encourage children to explore new tastes. We encourage parents

to promote good eating habits and good food choices in food sent to the Preschool for parties, birthday or holiday treats. Refrigeration is available, as needed, as well as nutritious snacks if lunch is forgotten. Breakfast, lunch and afternoon snack for staff is provided every day, we encourage you to eat the same thing that the children are eating during meals. If you bring food other than what is provided, please eat it on your breaks, while not in front of children.

**RISK MANAGEMENT POLICY
HEALTH ISSUES**

Children should not attend GCA if they are ill. However, children that become ill and has a temperature of 101 degrees, or over 100 degrees, if less than 6 months of age, will have a parent called to pick them up. If they do not have a temperature, the child should be isolated from the group in an area that can be supervised and provided a cot to rest on. The cot must be sanitized when the child leaves. The Director will be in charge of ill or injured children and the dispensing of medication. When dealing with a child vomiting or bleeding from an injury, staff must wear rubber gloves. Each site has a first aid kit and each group has a small first aid bag to be taken outside during playtime. Emergency First Aid will be given. If the accident is serious, the Director, parents, and doctor should be notified at once. Care should be taken in deciding to move an injured child. For accidents or incidents, a form must be filled out to be signed by the parent. Children who must receive medicine during the hours of GCA must have a signed medical form from the parent along with the prescription. This medicine must remain in a locked area at all times. When medication is given to a child, the date, time, dosage, and the staff members' signature are recorded on the medication form. All medication remains in the original container indicating the child's name, type and date of prescribed medication, amount and times of dosage. Over the counter medication may not be given unless it is in an unopened container accompanied by a doctor's note.

SAFETY

Emergency Safety of the children and staff is of the utmost importance. Every caution must be taken to

EMERGENCY HEALTH CARE POLICY

A. Emergency Telephone Number

- EMERGENCY 911
- Fire 911
- Police911
- Poison Control 1-800-222-1222
- Conway Regional Medical Hospital..... 501-329-3831

guard against accidents to children and other staff. It is the responsibility of every staff person to correct unsafe conditions such as liquid, paper, extension cords, etc... on the floor or any other condition that could cause an accident. Report unsafe conditions and fire hazards immediately if you are unable to correct them. All accidents should be reported in writing immediately. Staff members should always be alert for dangerous objects or situations that may arise. Staff members are responsible for the safety of the children, as well as, themselves while on duty. Staff should be prepared for any emergency, including remaining calm, sensible, and objective during a crisis situation. It is the responsibility of all employees to understand their role in a fire emergency. This includes understanding and familiarization with the location and operation of fire extinguishers, reporting a fire to the fire department, and knowledge of all fire exits. We will evacuate the building during a fire, bomb scare, or other threats using proper escape routes. We will also be prepared for a tornado or lock-down following the proper procedures. Staff is instructed in the use of fire extinguishers in the event it is necessary to use them.

The procedure for a fire is:

- Children are taken out of the building and far enough away from the building to allow safe access for the fire department.
- Staff members take their attendance sheets with them when exiting the building and account for all children.
- Fire drill procedures are practiced once monthly at different times of the day.
- Exit route diagrams and procedures are posted in the classroom on the back of the door. Other emergency procedures are posted also and you should familiarize yourself with them.

Safety Drills and Severe Storms

Greenbrier Christian Academy will conduct fire and tornado drills monthly. In case of a fire emergency, Greenbrier Christian Academy will evacuate from each classroom exit door. In case of a tornado emergency, Greenbrier Christian Academy will move children to the hallway. Each emergency evacuation map is located in each class room on the back of the door.

B. Emergency Procedure

When a child becomes sick or an accident occurs, determine the severity of the situation and contact the parent/authorized person or arrange for transportation to the hospital. Call for an ambulance. One staff member (Lead Teacher or Director) should accompany child to the hospital and take the child's file. Remain with the child until the parent or alternative pick-up arrives. If parent cannot be reached, contact the designated person on the child's permission form. During any field trips, take all children's information along and follow same instructions as above. Also, take along First Aid Kit.

C. First Aid Equipment

The first aid boxes are located in each classroom and in the resource room. Supply of kit is regularly checked at the beginning of each semester by the Director and restocked as needed. First Aid must be administered by any staff member trained in First Aid/CPR (Lead Teacher preferred).

Contents of First Aid Kit:

* Gauze bandages * Scissors * Band-aids * Triangular Bandage * Cotton * Thermometer *Rubber gloves (next to box) * Instant Ice Packs (freezer) * tweezers*, Kleenex, Wipes, and other items as needed.

D. Plan for Evacuation

- Daily attendance recorded each day by Lead Teacher.
- Teacher leads children out of the building.
- All meet across the street of Maytag for head count by Directors.
- Teacher takes attendance book and daily schedule in evacuation whenever possible.
- Director arranges fire and tornado drills every month
- Director keeps a log of each drill in book next to phone; the effectiveness of each drill is noted.
- Child or staff with disability may require additional assistance

Injury Prevention Plan

- Daily monitoring of the environment by the Director and Lead Teacher. All staff members are required to bring to their attention any problems, repairs, or hazards.
- Conduct regular safety checks of the Preschool.
- Lead Teachers must daily check all rooms and outdoor playground.

- Regular safety checks conducted at least monthly using the checklist provided.
- Equipment and toy purchases carefully examined and all donated materials checked for safety and health concerns.
- Teacher must maintain an injury log.
- Parents are given a written accident form informing them of any injuries. Parents and staff sign the form and then file it in the children's folder. The written form is given to parents upon pick up, on the same day of injury.

F. Plan For Managing Infectious Diseases

- Children are greeted by the teacher upon entering, observing any possible health problems.
- If a child exhibits any of the symptoms listed in the exclusion list (distributed to both parents and staff and is posted at Preschool), the Lead Teacher or Director will ask the parent to take the child home.
- If a child becomes ill at the center, parent(s) or an authorized person is contacted to pick up the child. A quiet area within the school is set up for the child until parent arrives and a staff member accompanies the child.
- A note from child's physician is required in order for child to return to school after any communicable disease/illness (i.e. Chicken Pox, Measles, Strep). The note is placed in child's folder.
- Same procedure for all staff members.
- Director will notify all parents and staff in writing when any communicable disease/illness has been introduced to the Preschool immediately.
- Director responsible for managing the environment.
- Checking all safety hazards, lighting, heating, ventilation, and all maintenance problems.
- All problems are reported to the GCA Administrative Office
- All soiled clothing sent home in a sealed plastic bag (see toileting procedure).
- Schedule for daily cleaning of toys and play areas are arranged.
- Purchasing safe toys, equipment, arts, and craft materials.
- Use of latex gloves when dealing with bodily fluids.

G. Plan For Infection Control

- Hand-washing procedure for staff and children posted at Preschool.

- Staff will use commercial disinfectant or 1 cup bleach per gallon of water solution is prepared, labeled, and placed out of children's reach.
- Director provides staff with directions for daily and monthly cleaning: daily disinfecting of toilets, toilet seats, sinks, faucets, floors, all table top surfaces, kitchen counter; all mops need to be laundered after each use and returned to Cleaning Closet. All cleaning supplies stored out of reach of children in a locked cabinet.
- Lead Teacher supervises all staff for daily disinfecting of table tops before and after any snacks or lunches are served.
- All staff are trained in infectious control procedures and monitored daily using a checklist.
- At the end of the day all dishes and utensils are properly washed and air-dried and returned to proper cabinets.
- Water play equipment is disinfected and properly stored after daily use.
- Parents are responsible for the weekly washing of each child's rest blanket/beach towel.
- Parents also volunteer for weekly/monthly washing of fabric toys, blankets, and pillows. End of semester and monthly cleaning of all play materials supervised by Lead Teacher.

H. Universal Health Care Precautions

1. Wash your hands...

- When arriving at Preschool
- Before handling food
- After toileting (self/child), touching toilet or trash can
- Before and after water play
- After handling bodily fluids and animals
- Before leaving Preschool
- Any time you leave or re-enter the class

2. Latex gloves must be worn when...

- Toileting a child
- Contact with blood, vomit, nose discharge, etc...
- Cleaning surfaces that have been contaminated
- Wash your hands after you remove gloves

3. Use disinfectant to...

- Sanitize all table surfaces before snack/lunch time, using One Step Spray
- Sanitize toys/objects used by children, using One Step Spray

4. Air Quality

- Keep room temperature 65-70 degrees (F)

I. Plan for Meeting the Needs of Mildly Ill Children While at the Preschool

- If a child becomes ill while at the Preschool, parent or authorized person is contacted immediately to pick the child up. A quiet area is set up for the child with the child's blanket. A staff person is assigned to child until parent arrives. Time of departure is noted in attendance book.

J. Plan for Identifying Special Health Care Needs

- Parents provide information regarding any allergies or other health care concerns at registration. Information is listed in child's folder and updated every semester.
- A list of all allergies is posted on the back of the classroom door. All staff are made aware of the list and the children identified. List is updated every semester.

CONTINGENCY PLAN FOR EMERGENCY SITUATIONS

Responsibility

1. SCHOOL- The school will retain responsibility of all children on premises until they are released to a parent, guardian, or other designated person, or until they have been transported to an official evacuation center, in which case selected staff will remain with the children until they have reunited with their families.
2. EMPLOYEES- All employees will remain on the premises as service workers, as designated by law. Such employees will be subjected to whatever tasks are assigned by the person or persons in charge, and may not leave the premises until the same person or persons in charge give them official permission to do so.
3. PARENTS- Parents should not telephone the school; they should listen to the radio for progress reports on whatever disaster is taking place. Follow official instructions relayed by officials via the radio. If parents are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents, guardians, or other designated persons to them or to their parent guardians.

A. In Case of FIRE, NATURAL DISASTER, or BOMB THREAT

1. Save lives- evacuate any persons in immediate danger.
2. Evacuate the children and adults out the side door. Meet as a group in back of building. Person in charge to check for stragglers takes attendance book, schedule,

and makes a head count. Secondary exit plan: out of front door, across playground in front of building.

3. Sound alarm- pull on any fire alarms. Supplement with voice shouts, whistle, or bullhorn.
4. Report fire- dial 911. Say: "There is a fire at GCA Preschool, 221 S. Broadview." (Tell specifics of what is burning) Assign one person to meet fire officials.
5. Contain the spread of the fire and smoke by closing all doors and windows (if possible).

After evacuation:

1. When safe within the pre-designated area, all children and adults must be accounted for.
2. Person in charge reassures children of their safety.
3. First Aid is administered if needed.
4. Building is not re-entered until permission is given by the officials.

Evaluations:

Follow the emergency with an evaluation by all staff in order to spot areas of weakness or oversight to be remedied for any future emergency.

B. In Case of POWER OUTAGE

1. Remain calm.
2. If weather is nice, evacuate building if rooms are too dark to use.
3. If weather is hot and electricity blackout has caused the air conditioner to cease operating, plan for being outdoors in a cool, shady spot, if possible.
4. Utilize available emergency supplies to keep children comfortable.
5. When the announcement is made to close the preschool, person in charge will attempt to notify parents, guardians, or designated to pick up child.
6. However, parents should follow announcements of school closings, delayed openings, or early closings on the following television stations 4, 11, and 7.
7. Parents should arrange to pick up their child as soon as possible.

C. In Case of LOSS OF WATER OR HEAT:

1. The Preschool must meet minimum requirements regarding temperatures, hot water, flushing of toilets, running water, etc...in order to operate. After the problem is evaluated, the person in charge will make a decision whether or not the Preschool should close.
2. Parents or guardians will be notified to pick up their child and announcements will be made on designated radio and television channels if deemed necessary.

D. Emergency Evacuation Plan updated 08/01/2013

In the event of an emergency situation that requires an evacuation of Greenbrier Christian Academy that includes fires, floods, utility disruption, bomb threat, and internal disaster children will be taken out of the building through the front exits if possible. This policy is in accordance to Act # 801 of 2009 and meets the standards for the Arkansas Department of Emergency Management. Students and teachers will meet at Central Arkansas Storage parking lot in the event of any of the above emergencies. Attendance sheets will be checked and all children and staff shall be accounted for. In the event that the building will not be able to be re-entered: The children will be transported to Grace United Methodist Church at 1075 Hogan Lane by the GCA vans or other means of necessary transportation. All the teachers will know and meet the needs of the children in their class room, including those with special needs. Special needs children will be cared for based on their unique needs according to the teacher who knows them best. The teachers will be responsible for providing an emergency bag including but not limited to activities and supplies that might be needed during that time such as snacks, paper and crayons, baby wipes, etc. The parents will be notified by phone/text, email and/or Facebook. Parents should meet at Grace United Methodist Church to be reunited with their child, and sign the appropriate sign out rosters. A back up location will be at Trillium Park 1160 Hogan Lane, if the Church is unavailable. The parents will have this information in their parent handbook and should listen to the radio/TV stations for updated reports. Parents are advised to please do not call the school.

All staff will be aware of the Emergency Evacuation Plan and what their role or reassignment of roles will be. The emergency plan will be covered in new staff orientation and documentation will be signed stating they have read and understand their responsibilities of the emergency plan. The plan will be implemented twice a year with full time and extended care staff. Risk management training will be implemented one time each calendar year. Greenbrier Christian Academy met with Fire Marshal Randy Freeman of the Conway Fire Department on December 8, 2011 to go over the emergency management plan and evacuation routes. The Emergency Evacuation plan was presented to him, and he stated that the Conway Fire Department will be on site when drills are conducted annually.

E. Expanded Emergency Evacuation Plan

In the event of an emergency situation that requires an evacuation of the GCA Preschool facility, one of the

following plans should be implemented. In all situations, the teacher in charge shall take when evacuating:

- Accurate attendance list, file box with children's folders, daily schedule.
- Account for all children and staff during any boarding of vehicles.
- Bring any necessary medications/supplies and emergency records.

1. If the environmental emergency is confined to the immediate area of the GCA Preschool e.g. fire, toxic fumes, etc... and the children cannot stay on the premises, the children will walk outside where they will remain accompanied by teacher(s) while parents/emergency contacts are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

a. In the event of exposure to toxic materials, gases, flooding, etc... and a physical examination is recommended, children will be transported by ambulance/police cars to Conway Regional Medical Center.

2. In the event of a major environmental emergency which is more widespread and encompasses a larger area (neighborhood, several buildings/homes) due to a non-confirmed environmental threat, e.g. toxic materials/fumes from a spill, floodwaters, brush fires, etc...and the children cannot remain in the area, Teacher/Director in charge will contact police to arrange bus transportation. Children and staff will be transported by buses where they will remain accompanied by teacher(s) while parents/guardians are notified and arrangements are made for either transportation home or continuation of care are made.

3. In the event of a major environmental hazard that necessitates a larger area evacuation (several neighborhoods, a city/town) due to a non-confirmed hazard, e.g. nuclear accident, earthquake, etc...the children will be transported by emergency vehicles/personal cars (if necessary) to a Red Cross designated mass shelter. They will remain accompanied by teacher(s) while parents/guardians/emergency contacts are notified and arrangements are made for their pick-up.

Severe storm risk management procedure plan

In the event of a severe storm, Greenbrier Christian Academy has the following procedures to minimize risk of harm to staff, students and parents. GCA is equipped with a NOAA All Hazard Weather Alert Radio, stationed at the front desk in an easily accessible area. When the weather radio issues an alert, front office staff will

check the bulletin for this area. A verbal severe storm warning will then be relayed to each classroom and to support staff. At this time if students are outside, they will immediately be brought inside and positioned away from windows until the threat of severe weather passes. If necessary, in cases of tornado warnings, students/staff/parents will gather in the main hallway. Once the severe storm warning has cleared, daily classroom operations will resume.

Sewer backup risk management procedure plan

In the event that the classroom or staff bathrooms have a sewer backup issue, staff is trained and instructed to turn off the water supply to the toilet. Following that procedure, staff will alert administration to call for maintenance. If the area has been contaminated by sewage, the area will be blocked off from students and sanitized.

Intruder risk management procedure plan

In the event that there is an unauthorized person/intruder on the Greenbrier Christian Academy campus, staff will be alerted using the intruder alert procedure.

An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and employees.

Key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

1. It is important that all members of the building's staff understand, support and participate in the Intruder Alert Procedure.

2. It is important to practice the Intruder Alert Procedure in the facility several times per year, just as you practice fire drills.

3. Lockdown information will be given to parents upon enrollment. Parents will be notified of all lockdown drills and events. The facility will provide written materials for parents to help children understand and cope.

4. Parents should not try to enter the facility during a lockdown, and may be kept away from the child care center until authorities determine it is safe.

Intruder Alert Procedure

If a person(s) comes into the facility, the Director or designee will assess the situation. If they are uneasy or suspicious of the person(s) immediately call 911.

If a weapon is present, DO NOT CONFRONT – give another staff member the pre-determined hand signal to call 911 immediately

If no weapon is suspected, the Director will confront the intruder in the following manner:

Approach the individual in a non-confrontational manner with the assistance of another staff member. Introduce yourself and the person with you to the individual in a non-confrontational way. Ask the individual who he/she is and how you can be of assistance. Inform the individual of the policy that all visitors need to sign in, and guide him/her to the area where that is done. If the individual refuses, do not confront him/her. Give the other staff members the pre-designated hand signal to call 911.

If it is determined that the safety and health of children and staff are in jeopardy:

If the intruder is already inside the building, a hand signal (which has been predetermined and is known by all staff) shall be made to the first staff member seen. That staff member will pass on the hand signal to others throughout the building and will call 911.

If the suspected intruder is not yet in the building, an announcement will be made to alert the staff of potential danger. The announcement will be "This is a Code Red Emergency, repeat, this is a Code Red Emergency".

If children are outside when a "Code Red" is called, or shots are heard/fired, teachers will quickly direct and move children back into the facility and into the nearest classroom for lockdown.

Upon hearing the chosen lockdown announcement (example: Code Red), the following steps must be implemented:

Staff should quickly check the hall and restrooms closest to their classrooms and get children into the rooms. Close all doors, close and lock all windows, cover all windows and doors, and turn off lights. Keep children away from windows and doors. Position children in a safe place against walls or on the floor. Turn a classroom table on its side to use as a buffer. Staff will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. You may want to gather in a story circle behind the table and gather infants into one or two cribs (use evac cribs) along with items to help keep them quiet, such as bottles, pacifiers, and small, quiet toys. Teachers will keep all children in the classroom until an all-clear signal has been given. Director or designee will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from your rooms. Children should not be released to parents until an "all clear" has been called.

Upon arrival, the local police, in conjunction with the Director, will assume controlling responsibility and may evacuate the building per police standard operating procedures.

When "All Clear" is heard, the director will apprise the staff of the situation and counsel with children. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the Director. Director will apprise parents of all "lockdowns," whether practice or real. Director will report incident to licensor. Director will complete a written incident report at the earliest opportunity.

GCA Preschool Program-Transportation Policy

The GCA Preschool Program does provide transportation to school age children. Parents are responsible for transporting preschool age and younger children. Motor vehicle related injuries are the greatest threat to a child's life. To reduce the chances of injury, the following policies and procedures are provided to all parents and staff:

- There is a safe drop off and pick up location for children arriving and leaving.
- There is a clearly posted one-way traffic pattern in the loading area.
- Parents or designated adult must accompany the children into the Preschool at arrival time and notify teachers of child's arrival. Same procedure for pick-up times.
- State law regulations regarding seat belts, car seats, and air bags are provided to parents. Handouts are also provided on other transportation safety concerns.
- See Car Pool Map on the Greenbrier Christian Academy website.

Guidance and Helping Children

- Try to state suggestions or directions in a positive way. Avoid "don'ts".
- "The sand stays in the sandbox" rather than "Don't dump the sand on the floor"
- Speak directly to the child. Do not call across the room to a child. Use a tone of voice that reflects your confidence in your ability to guide the situation. It is important to help a child feel confident and reassured, rather than threatened.
- Give a child a choice only when you intend to leave it up to him.
- Avoid motivating a child by making comparisons between one child and another.

This encourages competitive feelings and may cause the child to feel less respect for himself.

- Redirect the child from undesirable behavior. Try to keep your suggestions related to the child's motives and interests.
- "Wash your hands in the sink and afterwards I will set up the water play activity."
- Help children understand why you are asking something of them.
- "Put away the puzzle if you are finished because the pieces may get lost."
- Encourage independence. Give the child a minimum of help, but give help when you feel it is needed. Sometimes a clue is just enough.
- Be alert to all possible hazards to the safety and health of the children (climbing on splintered fences, wet clothes, running with scissors). Avoid turning your back on the group when helping one child.
- Teachers need to distribute themselves throughout the center and playground rather than grouping together unnecessarily. Your attention and concerns need to be on the children; observing, guiding, encouraging creative efforts, problem solving, and attempts at friendship.
- Observe professional ethics- we need to discuss children's behavior in order to understand them. It is important we keep our conversations confidential.
- Avoid artificiality. Avoid talking "down" to a child or telling them things that are not true. Be yourself, enjoy yourself.

General Health and Safety Guidelines

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the Lead Teacher, all staff must be alert to the whereabouts of all children.
- Systems are in place for accounting for children at regular intervals, especially during periods of transition. **(Use Transition Roster)**
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff is familiar with evacuation routes and procedures.

Limits to Insure Safety and Growth

1. Running outside only- unless it is a supervised activity.

2. Children participate in serving snack, pouring own milk and clean up. Self-help in all areas.

3. Children sit while eating.

4. Scissors to be used at tables while child is seated.

5. Physical contact is important. Children need a lap to sit on or a hand to hold. However, avoid "carrying" a child around. Encourage independence, but not at the expense of affection.

Limits on the Playground

1. Children must be accompanied by a teacher.

2. No walking or running down slide. No toys up or down the slide.

3. Sand toys are only to be used in the sandbox. Avoid small toys near climbing areas.

4. Before leaving, children help to clean up all toys or any litter outside.

5. *No climbing on fences.*

6. One staff member to supervise each piece of large play equipment. Use Zone Supervision.

7. Check playground and be sure all children are accounted for.

8. Avoid conversations with other staff, focus on interacting with and supervising the children.

Zone Supervision- to direct or oversee the performance or activity, to watch over so as to maintain order in specific areas of various locations (classroom, playground, etc.)

Two teachers should not be in the same corner of the room/playground, etc. Spread yourself out to properly supervise everyone in the classroom. Do not turn your back to the children. Be purposeful in supervision and where you place your physical body.

Child Growth and Development

DEFINING LIMITS AND GOALS

- Dramatic Play- Dramatic play area; encourages dramatic play. Dress up props and blocks in this area only.
- Manipulatives- Puzzles and other free play materials. All about me books.
- Tables- Painting, gluing, play-dough, and drawing. Used for snacks and lunches also. All children must sit while eating and drinking.

- LIBRARY - A quiet corner for looking at a book or quiet conversations. Not an area for active play.
- BATHROOM - Only two children at a time to use sink for hand washing.
- SAND/WATER area- Sand to stay in table, as is water (avoid splashing). Children are to stand at table as to strengthen upper bodies.
- ANIMAL CARE- Children to observe animals quietly and gently.
- CLEAN UP- All children are required to put away a puzzle or game before choosing another one.
- A five-minute notice before clean up is given to allow children to finish their project.

QUESTIONS TO INVITE CREATIVITY

- What can you say about this?
- Does this remind you of anything?
- What can you do with this?
- Can you make a puzzle out of this?
- Can you rearrange this?
- What is the same/different about these things?
- What can you say about this?
- Can you change this into something else?

CREATIVE PLAY AND INVOLVEMENT

Most students of early childhood education have frequently heard the term “free play”. What does this really mean? Free play is preparing the classroom to invite and encourage children to use their imagination, to practice motor skills, and to offer opportunities to play cooperatively. Free play is a time of learning about themselves. The place of adults is to set up the equipment for play, provide freedom and guidance to explore, experiment, and discover.

“SEEDS” FOR CREATIVE PLAY

The following are some ways to expand and enrich the child’s play.

- REARRANGE- interchange puzzle pieces and manipulative toys to form a new way to use it.
- COMBINE- an assortment of pieces to form a new game or activity.
- ALTER- take away or add to an existing structure.

COMMENTING ABOUT CHILDREN’S WORK

- Avoid using judgmental comments. “I like that...”
- Use comments that describe what you see. “I see that you used two squares and a circle in your painting.”
- Ask open-ended questions to provoke and lead children to more problem solving. “What would happen if you added a square block to the top of your building?”
- Making constructive comments is a skill. We are all learners here at the Preschool. Practice these skills and help each other too. Give a child time to explore materials before asking a lot of questions. Give a child time to answer and think about your questions. If necessary, re-state your question if the child does not respond.

ASKING OPEN-ENDED QUESTIONS

A question like “What color is that block?” evokes a one-word answer, but an open-ended question “Tell me about the blocks you are using”, encourages a child to describe the blocks or explain what he is doing. There is no right or wrong answer here. An answer to an open-ended question gives us a window into what that child is thinking and feeling. And the response is sometimes wonderfully creative. In explaining or describing, children also use language more fully. In our program, we try to think of good questions to ask children. You might hear one of us say to a child:

- Tell me about your picture.
- What else can you do with the play-dough?
- What could you use to make the tower stand up?
- What do you think would happen if ____?
- Is there another way to ____?

It is difficult to change the closed-ended question habit, but when we ask open-ended questions, children reap great benefits as they think through their responses to express what they want to say. And with their answers, we find out more about what they think and feel.

QUESTIONS ACROSS THE CURRICULUM

ART AREA:

- How many ways can you use a piece of paper?
- What will happen if you paint on frozen paper?
- How come the red marker looks different than the red crayon?

BLOCK AREA:

- What will happen if you add more blocks to one side of your tower?
- What can you build with blocks and paper tubes?

- How many ways can you build a bridge?

DRAMATIC PLAY AREA:

- How many ways can you use a scarf?
- What can we do with a cardboard box?
- How can you make something to carry the baby doll?

MANIPULATIVE AREA:

- How are these objects the same and different?
- How can you build something that rolls?
- Can you use these toys to measure the table?

SAND/WATER AREA:

- How can you keep the sand from leaking out of the sieve?
- Which container will hold the most water?

LEARNING WITH BLOCKS

Blocks are open-ended materials that stimulate young imaginations, provide choices for discovery and invention, and promote the development of problem solving-skills. One day a block may be an airplane. The next day that same block in the hands of the same child can be a sofa for the house he is building. Building with blocks helps to develop young children's eye-hand coordination, visual perception, and large and small motor skills. It builds self-confidence and provides opportunities for creativity and dramatic play. These things occur naturally when children play with blocks. We also find that working with blocks often deepens children's engagement with literature and literacy. A child may be inspired, say, to construct the three bears' chairs and beds, a pirate boat, or an enchanted castle. We sometimes take photographs of children's block creations and invite the children to caption the photos. We also encourage girls and boys to make their own signs for their creations. In these activities, children are exposed to print in meaningful ways. Inviting children to reconstruct buildings and other things they have seen on field trips is one way we encourage their thinking in relation to social studies. They work with concepts behind maps and models, and as they build block cities, farms, and factories, they work out their own understanding of these complex sites and communities. Children also develop mathematical and scientific concepts, such as balance and gravity, as they work with blocks. Blocks are engrossing and fun for young children, of course. They are also invaluable tools for promoting children's development on many fronts.

WHAT IS "DEVELOPMENTALLY APPROPRIATE PRACTICE"?

You probably noticed our classroom has a lot of bustle and noise; that children are up doing things, talking, playing, and exploring. Such a classroom environment differs from the old grade-school images of a teacher doing a lot of talking at a blackboard while children sit and listen quietly at their desks. Research and experience tell us that to be effective with young children, teaching practices need to be "developmentally appropriate". What this means is simply that educators need to think first about what young children are like and then create an environment and experiences that are in tune with children's characteristics. Early childhood, after all, is a time of life quite different from adulthood, and even more from the later school years. Children 3-6 learn far better through direct interactive experiences than through just listening to someone talk. They learn extraordinary amounts through play and exploration. And the younger the children are, the more what they learn needs to be relevant and interesting on the day they learn it, not just in the context of some future learning. Based on such knowledge about what children of this age are like, we design our program to fit them. It works a lot better than trying to redesign children! A developmentally appropriate program like ours is age-appropriate, but that's not all. To make a program a good place for every child, we gear our classroom environment and activities to this community and families involved. We're eager to learn as much as we can about a child's cultural background, past experience and current circumstances. With this knowledge we work to create a program that fits the children and the families we serve.

MORE THAN ONE KIND OF SMART

"He has a low IQ." "She's very intelligent." Sometimes we talk as though intelligence were a single commodity that people have in greater or lesser supply. Yet we see all around us adults and children who are very smart in math, but not at all good with words; musically gifted, but klutzy on the athletic field; and so on. Most of us, in fact, struggle with some tasks and sail through others. Educators now know more about this variety in individuals' "intelligences"- the modes we use to interact with the world- thanks to the work of psychologist Howard Gardner. Seven of these intelligences are described by Gardner. Children with a **musical** intelligence have a natural ear for melody, rhythm and other musical elements; **spatially oriented** children enjoy reading maps and exploring how mechanical devices work. Other children are more at home using their **linguistic** aptitude- telling stories, playing with words, and reciting tongue twisters.

Strong **logical-mathematical** intelligence shows up not only in math aptitude, but in enjoyment of games and problems requiring logic and reasoning. Children who learn best when they are moving and handling things rely on their **bodily-kinesthetic** intelligence. An affinity for the natural world and its creatures stands out in children with a naturalistic mode of intelligence. Finally children who make friends easily and have plenty of “street smarts” are **interpersonal** naturals, while quiet thinkers and strong willed-debaters shine in the more internal, reflective **intrapersonal** mode. All of us have preferred modes of intellectual functioning. At the same time, we need to use each of the modes in one situation or another. Recognizing various ways children think and learn, teachers can help children both to use their individual strengths and to become more adept in learning modes that are *not* their strong point.

FOSTERING TOLERANCE AND RESPECT

Children are born without biases about other people of any race, culture, gender, or disability. We sometimes wonder if we can raise children free of prejudice by just leaving well enough alone and making sure not to pass on negative attitudes. Unfortunately, it doesn't work this way; society's messages are too pervasive. As parents and teachers, we need to take positive action if children are to grow up being comfortable with who they are *and* respectful of others. We want to work with you to create a program that helps to counter society's message of bias and reflects the cultural background of all the children and families. To begin with, we choose books, dolls, and even pictures on the wall, with an eye to finding balance and showing children what they see too little of elsewhere. Are we doing this to be “politically correct”? Not really. We're committed to helping children grow up confident of their own identity, respectful of other people, and aware of the rich diversity of their community and the world. We can only do this by working closely with our families, hearing your perspectives, and finding out more about the cultural background that each child brings to the program.

CHILDREN'S FRIENDSHIPS

Children today are beginning earlier in social situations and they are spending more time with peers than they used to. With more mothers of preschool-age children joining the work force, more children are in childcare settings. Recent studies have found some friendships formed in the early years of childhood are second only to family relationships in importance. From such

findings comes a heightened awareness of the social and emotional importance of friendships in the early years. Enrollment in an early childhood program offers children social experiences that might not be available to them in relationships with adults or siblings. With many friends her own age, a child encounters lots of opportunities to negotiate and compromise. Children are encouraged to express opinions and ideas, as well as to respect others. Interaction with and acceptance by peers have long-term effects on a child's life. Preschoolers develop social competence in three main areas: initiating interactions, maintaining ongoing relationships, and solving conflicts with other children. While some children easily join a group at play, others have difficulty. As adults, we can help young children learn social strategies for entering playgroups or for talking to other children about what they want.

Watching for a few minutes and then saying “I'll be the big sister, okay?” works better than “Hey, let me do that!” We need not be too concerned when children frequently change best friends. A friendship may last only for an afternoon of play. However, if the child does not seem to have any special friendships at school, he may benefit from one-on-one time with one of the other children outside of the early childhood setting. Playing together a few times outside of school often gives two children a level of comfort with each other that carries over to their time at school.

* Taken from Family Friendly Communications for ECE. NAEYC Publication by Deborah Diffily & Kathy Morrison.

OBSERVATION AND DOCUMENTATION OF CHILDREN'S GROWTH AND DEVELOPMENT

All staff will participate in on-going assessment of children in classroom activities. Staff will be required to use various observation and documentation tools. Under the supervision of the Lead Teacher, all staff will provide:

- Clip-board commenting on children's conversations and interactions
- In-put into children's portfolios
- Written observations completed as a basis for planning appropriate learning activities, as a means of facilitating optimal development of each child in order to identify children who may be in need of more systematic diagnosis and as records for use in communication with families

CLASSROOM CURRICULUM

We use a variety of curriculum to meet the varying needs of each child in our classes. Please see the Director for more information about curriculum and lesson plans. The following is some general information about curriculum development and implementation.

PROJECT WORK

“A project is an in-depth investigation of a topic worth learning more about. The investigation is usually undertaken by a small group of children, sometimes by a whole class, and occasionally by an individual child. The key feature of a project is that it is a research effort deliberately focused on finding answers to questions about a topic posed by the children, teachers, or parents.” -Lilian Katz

The length of a project may vary from a couple of weeks to several months. Project work is only one aspect of the curriculum. There are many learning areas and activities where children are actively engaged. They include singing time, block building, dramatic play, group story time, snack time, and outdoor play to name a few. “The extended time and in-depth nature of projects enables rich documentation of children’s growth and development skills.” –Katz

Documentation panels are developed, telling the story of the evolving project. With teacher narratives, photographs, conversations, and sample drawings, the history of the project becomes alive. Children, teachers, parents, and visitors can see firsthand what the children are learning and how the investigation is proceeding.

THE CREATIVE PROCESS

Children may work on drawings and paintings over many days and sometimes weeks. We focus on the process. Studio arts are a vital and vibrant part of our program. As children draw, paint, sculpt, and work with clay and wire, they begin to represent ideas and their understanding of the world. Each child has a portfolio that is kept in the classroom. Children are encouraged to re-visit their work, make additions and corrections to the drawings and/or paintings. To that end, children’s work remains at school and may not be sent home every day. We ask for your support and understanding of this concept so children do not feel pressured to produce a piece of artwork. Our approach is not that of “make and take” practice. We work at slowing children down, helping them see details, and how things change over time. In the process, children think creatively, make decisions and problem solve.

Guidelines for Preschool Based on the Arkansas Curriculum Frameworks and Common Core Standards

At GCA, experiences are presented in a developmental sequence and place learning in the context of play and meaningful activities. The mark of a superior teacher is the ability to select materials and interact with children in ways that motivate children to learn through their own play. The art of teaching is founded in a thorough understanding of child development, coupled with careful observation and documentation of a child’s responses to materials and interactions. Experiences are that:

- Young children learn by doing and need to be provided with many varied opportunities to explore and experiment with concepts through play and hands-on activities in the natural environment.
- Although children develop through a generally predictable sequence of steps and milestones, they may not proceed through these steps in the same way or at the same time. The younger the child, the greater their need for first-hand, sensory experiences.
- Through play experiences, preschool children constantly refine their skill development and understanding. As teachers observe children’s play and development, they can identify the signals for providing new stimulation and challenges.
- Activities, environment, and materials may need to be adapted to meet children’s individual needs, including modifications for children with disabilities. Strategies for fostering learning in all curriculum areas include many, varied opportunities for children to:

PLAN: Children consider what they are going to do with the materials and how they are going to do it, to build a foundation for setting goals for themselves.

PLAY: Children use materials and make choices in ways that best suits their own personal curiosity, understanding, and experience joy in creating meaning for themselves.

REFLECT: Children recall/reflect on things that happened during their experiences; thereby reinforcing or questioning their understandings.

REVISIT: Children practice skills and replay their experiences over and over in many different ways and either confirm their understanding or adapt it based on new discoveries. As they explore, their understanding

spirals, each new experience building on previous learning.

CONNECT: Children, with the guidance of highly trained teachers, create linkages among disciplines and areas of skill development.

Closing Statement

It is our hope that we can exchange ideas to combine our efforts in providing a stimulating and challenging learning experience for the children and ourselves. Please feel free to talk to the Director should you have

any questions. It is our hope that this employee handbook is informative and useful. You should keep it handy for quick reference. We welcome you to the staff of Greenbrier Christian Academy. We are happy you were selected to join our professional team of dedicated people, working to provide a quality childcare program for the children in Faulkner County. For those of you working with young children, we are sure you'll find working at GCA to be a truly rewarding experience.

PLEASE SIGN THIS PAGE AND RETURN TO THE GCA OFFICE

This is to certify that I have read and reviewed the Greenbrier Christian Academy Staff Handbook. I agree to abide by and follow the policies and procedures. I agree to all of the policies that are contained within the Parent Handbook (that may not be listed here).

I AGREE TO MAINTAIN ALL INFORMATION THAT I MAY COME IN CONTACT WITH CONFIDENTIAL. I AGREE TO THE CONFIDENTIALITY AGREEMENT LISTED ON PAGE 27-28.

I ALSO AGREE THAT I HAVE/WILL BECOME FAMILIAR WITH LICENSING REQUIREMENTS (GENERAL HEALTH AND SAFETY, BEHAVIOR MANAGEMENT, CENTER SCHEDULES, ETC) AS WELL AS ITERS, ECERS AND SACERS FOR ARKANSAS BETTER BEGINNINGS THREE STAR ACCREDITATION.

I UNDERSTAND THAT I AM A MANDATED REPORTER OF CHILD ABUSE AND NEGLECT.

I AGREE TO THE NON-COMPETITION CLAUSE LISTED ON PAGE 16-17.

I HAVE READ AND REVIEWED THE RISK MANAGEMENT PLAN AND UNDERSTAND WHAT TO DO IN THE EVENT OF AN EMERGENCY AT GREENBRIER CHRISTIAN ACADEMY.

I AGREE TO BE FLEXIBLE AND HAVE A POSITIVE ATTITUDE.

**Staff Name
(print)_____**

**Staff
Signature_____Date_____**

Purchase Requisition Form

Staff Name _____ Classroom _____ Date _____

Vendor	Date Needed	Item Description	Justification	Amount Estimated
1.				
2.				
3.				
4.				
5.				
6.				

Staff Signature _____ Date _____

Director Approval _____ Date _____

Instructions:

Please complete the above form and turn in with your monthly curriculum. Please turn this form into the Director for approval in advance. Items will not be purchased without a form and justification. The purchase requisition form and monthly reimbursement form, in combination are not to exceed a limit of \$40 per month per classroom.

Curriculum Reimbursement Form

Staff Name _____ Classroom _____ Date _____

Vendor	Date of Purchase	Item Description	Justification	Amount
1.				
2.				
3.				
4.				
5.				
6.				

Staff Signature _____ Date _____

Supervisor Approval _____ Date _____

Instructions:

Monthly reimbursements must be submitted by the first Friday of the month. Example: April reimbursements are due by the first Friday in May. Reimbursements submitted after the closing date may not be approved or processed. Payments will not be disbursed until the end of the month they are submitted for. Please completed the above form and staple your ORIGINAL receipt to the back of the form in the order that they are listed in the box above. Turn the completed reimbursement form in to the Director for approval and payment. The purchase requisition form and monthly reimbursement form, in combination are not to exceed a limit of \$40 per month per classroom.

GCA Absentee Report Form

This form is to be filled out anytime you are not going to be working your regular scheduled hours

Staff Name _____

Today's Date _____

Date/dates requesting off: _____ Is this a PDO Request? _____

Reason for time off request:

Substitute: _____

Please turn this form into Melissa's box at least one week in advance.

Staff Signature

Date

GCA Absentee Report Form

This form is to be filled out anytime you are not going to be working your regular scheduled hours

Staff Name _____

Today's Date _____

Date/dates requesting off: _____ Is this a PDO Request? _____

Reason for time off request:

Substitute: _____

Please turn this form into Melissa's box at least one week in advance.

Staff Signature

Date

Office Use Only: _____

Incident/Accident Report (circle appropriate choice)

To be filled out as soon as possible on the day of the incident/accident by the person witnessing the incident/accident.

This form may be used to maintain a record of each child's accidents, injuries, etc. A completed copy will be shared with parents.

Date of Incident/Accident _____ Time of Incident/Accident _____

Child's Name _____

Parent/Guardian Name _____

Staff in Charge _____ Name of Witnesses _____

Describe Incident /Accident _____

Place of Incident /Accident _____

Describe medical services or treatment provided _____

Could this incident/accident have been avoided? If yes, how? _____

Staff Comments _____

Parent/Guardian Notified _____

Parent Notified (please circle one): At Pickup By Phone Date/Time _____

Staff Signature _____ Date _____

Parent/Guardian Signature _____ Date _____