

# SonShine Child Care Center

A Ministry of Community Covenant Church

## Employee Handbook

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# **WELCOME TO COMMUNITY COVENANT CHURCH SONSHINE CHILD CARE CENTER**

This Employee Handbook is provided to all employees with information needed to understand their role as an employee of Community Covenant Church.

SonShine Child Care Center has established a tradition of quality and excellence created by outstanding employees, and this handbook is dedicated to continuing that exemplary tradition.

Part of our positive tradition is directly attributable to consistent, fair and uniform treatment of all staff through clear communication that minimizes misunderstandings and allows us to focus on our primary task of providing first class service to our community.

SonShine Child Care Center is a ministry of Community Covenant Church to our community. While serving the parents and children of SonShine Child Care Center, you will have freedom to express your unique skills, creativity, talents and thinking. These policies and procedures support that individuality. Our programs are based upon a developmental philosophy utilizing Biblical training principles. In other words, all programs and activities of SonShine Child Care Center are designed to reflect Christian values with Biblical perspective.

While the language in this handbook is often a bit formal for legal reasons, each staff member is encouraged to ask questions, seek explanations, make suggestions and offer comments as all handbooks require some interpretations, frequent revision and interactive dialogue. Contained herein is the result of many years of experience and combined wisdom of those who have served before us and with us.

Best wishes for your continuing professional growth as we work and grow together.

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## **SONSHINE CHILD CARE MISSION STATEMENT**

Our goal is to provide a loving and safe environment where children are nurtured physically, emotionally, intellectually, socially and spiritually.

## INTRODUCTION

All employees are responsible for maintaining this handbook and returning it to the Child Care Director upon termination of employment. We endeavor to comply with important revisions due to major changes in Federal, State, and Case law.

### **Purpose of this handbook.**

The Employee Handbook answers the most commonly asked questions by staff and is geared to provide consistent and fair application of personnel policies, benefits, work rules and professional conduct. If you have questions about our policies and procedures, you are encouraged to ask the Director.

### **No Contract**

Nothing contained in this handbook or in other statements of company policies constitutes either an expressed or implied promise of continuing employment. Contents are presented as a guide and matter of information only. While Community Covenant Church generally follows these policies, we are a no contract organization. Community Covenant Church reserves the right to change all or part of any policies.

### **This handbook supersedes all previous descriptions of employment**

This handbook is presented in a loose-leaf format and is also available in online format. When a revision is made to a particular page you will be told to remove the old page from your handbook and replace it with the new page. Revised pages take precedence over all memoranda and/or oral descriptions of the terms and conditions of employment. To avoid confusion, please discard and destroy any old pages and/or related materials when new pages are issued.

### **Equal Opportunity Employer**

In keeping with our commitment to the community that we serve, Community Covenant Church is an equal employment opportunity employer. This means that employment decisions are based on merit and business needs and not age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status or status as a victim of domestic violence. Community Covenant Church complies with the law regarding reasonable accommodation for handicapped and disabled employees. All new employees are subject to a 4 week probationary period (See Page 36).

Community Covenant Church reserves the right to employ persons who share its philosophy, goals and objectives as outlined in this handbook.

Community Covenant Church is committed to providing a work environment free of discrimination. Therefore, we maintain a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal, physical and visual harassment. Harassment or intimidation based on gender, race, national origin, religion (creed), age or physical condition is prohibited. Any employee who engages in such conduct is subject to appropriate disciplinary action up to and including immediate dismissal. If you believe you are the victim of such harassment, you are required to report the incident to the Child Care Director. If you are not satisfied with how your complaint is handled, you should contact the nearest U.S. Employment Opportunity Commission for a resolution.

### **Employment Status**

Every employee is considered to be an “at-will employee” of Community Covenant Church as defined under the laws of the State of New York. Furthermore, any violation of the prohibitions in the handbook may result in immediate suspension or dismissal. The provisions and guidelines set forth in this handbook are not intended to be all-inclusive. Items are listed here to inform employees of their expected conduct and of prohibited employee practices. Such guidelines are not intended to amend, modify, or supersede each employee’s status as an “at-will employee”.

All hourly employees are considered non-exempt from overtime regulations. All salaried employees are exempt from State/Federal overtime regulations.

Full-time employment is defined as a work schedule of 40 hours per week. However, the total number of hours an employee may actually work fluctuates from week to week due to our experience with children’s classrooms. Temporary fluctuations in the total number of hours worked does not result in a change of status. Status only changes when the Director assigns a new job description.

Community Covenant Church and SonShine Child Care Center reserve the right to terminate employees, eliminate specific positions, and/or transfer workers to other positions because of financial needs, staffing requirements, or for other reasons that are considered by the Trustees to be in the best interests of Community Covenant Church.

## **SECTION ONE**

### **HISTORY AND BACKGROUND OF COMMUNITY COVENANT CHURCH**

Community Covenant Church was established when Jack Buskey received a call from God to establish a new church in the Village of Manlius. This call was confirmed by the miraculous provision of our current facility at 107 Pleasant Street and many other extraordinary events.

Six families joined together in 1978 to form the church with the stated purpose “to be salt and light in the world”. Three home groups were formed and were an important part of church life.

In 1979, the Lord laid a burden on the heart of Millie Skinner to pray for a Christian childcare center in the Manlius area. Five other people joined Millie and met once a week for prayer for one full year. They sent letters to area pastors seeking support. Community Covenant Church responded to this need, and agreed that childcare could begin as a ministry of the church to the community if at least six children were enrolled by September of 1980. God blessed with twenty-two children enrolled that fall. SonShine Child Care Center began with a mostly volunteer staff, and with donated furniture and other supplies from many families.

Today SonShine Child Care Center is a major ministry of Community Covenant Church. As we teach children about God and His personal love and care for them, we are encouraged by the passage of Scripture in Proverbs 22:6, “Train a child in the way he should go, and when he is old he will not turn from it.” Also in Matthew 19:14 Jesus said, “Let the little children come to me, and do not hinder them, for the Kingdom of Heaven belongs to such as these.”

The philosophy of SonShine Child Care Center is built on this Christian foundation. We promote programs in each age group from infants to school age that will enhance each child’s development. Programs include development in all of the following areas: spiritual, emotional, educational, social, cultural and recreational. Programs will be appropriate to the age and development of each child.

## SECTION TWO

### EMPLOYEE INFORMATION

#### A. Job Descriptions

Enrollment and work needs change from day to day and from season to season. In order to maintain state-licensing ratios and to be cost effective, staff may be assigned to different classrooms based on need. These reassignments will be done fairly and equitably.

In addition, ALL positions working directly with children must be able to perform these **essential functions**:

- ✓ Able to observe, see, hear and respond to children's needs, emergencies and conflicts that might occur in a classroom, on a playground, in bathrooms and common areas.
- ✓ Able to physically perform all duties the position requires in taking care of children. This includes but is not limited to quickly addressing emergencies, changing diapers on appropriate changing pads, using stairs safely when needed and lifting or holding children safely.
- ✓ Able to crouch to a child's height, maintain eye contact at the child's level, sit on the floor, and stand tall enough to reach children on the highest piece of equipment.
- ✓ Able to determine cognitive, social and physical needs of children. Able to communicate in writing and speak in the English language at a level parents and other staff are able to understand and respond.
- ✓ Able to handle the stress, tension and exasperation that contact with many children and parents bring every day.
- ✓ Able to be a part of the "Living Curriculum" as defined later in this handbook.



**Job/Description: Director (Program Director) - Strategic Objective: Complete responsibility and authority to oversee the implementation of goals and objectives set by the Trustees of Community Covenant Church for SonShine Child Care Center, and to ensure that a quality developmentally appropriate program is being delivered to all children.**

**Work Inherent in this Position:**

- \* Bear full responsibility for the implementation of the goals and objectives of SonShine Child Care, which is a ministry of Community Covenant Church.
- \* Make all decisions subject to the parameters established by the Trustees of Community Covenant Church.
- \* Make all decisions subject to the parameters of the budget which is prepared and approved by the Trustees of Community Covenant Church.
- \* Make the final decision regarding hiring and termination of childcare staff.
- \* Any tasks delegated to others are the ultimate responsibility of the Director.
- \* Bear ultimate responsibility by insuring all pertinent regulations are known and followed by staff.\
- \* Ensure that someone authorized and trained will assume the responsibilities of the Director during her absence due to vacation, time off or leaving work early.
- \* Observe and evaluate staff performance to see if certain stated goals and objectives are being achieved.
- \* Communicate policies and procedures to staff.
- \* Know that any task not specifically delegated to someone else becomes the task of the Director.
- \* Attend professional conferences and meetings to remain current in his/her field and meet state regulations.
- \* Order any necessary supplies for classrooms, the supply room and building.
- \* Oversee classroom activities, daily schedule and events.
- \* Responsible for Fire Drills/Shelter in Place and relaying emergency information to parents.
- \* Plan, develop, organize and maintain programs and systems for staff, parents and students, ensuring quality childcare and encouraging retention of current clients.
- \* Communicate changes for the center, closings, other information to all staff and parents.
- \* Direct, train and evaluate classroom staff and report your recommendations to other Admin.
- \* Organize, schedule and implement staff development days.
- \* Organize programs for children such as field trips and special events.
- \* Create Systems to improve, modify and remedy deficiencies.
- \* Render staff support to all other programs and employees when necessary.
- \* Be available to talk with and offer to pray with parents. Answer their phone calls and emails.

**Behavior Standards:**

- \* Perform all work in accordance with policies established for SonShine Child Care Center, as well as the laws and regulations of all applicable state agencies.
- \* Make your fundamental goal to show excellence to all employees in every aspect of child care.
- \* Maintain a close working relationship with the Trustees; so they will be advised of progress in meeting goals and overcoming challenges.
- \* Treat all parents, children and staff in a courteous and friendly manner.
- \* Exhibit warmth, emotional stability and awareness of the spiritual and emotional needs of staff members at all times.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Always make the spiritual, emotional and social needs of the children the highest priority.
- \* Have a positive, friendly attitude.

- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Discipline appropriately and positively.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Delegate responsibility well.
- \* Have a sense of humor.

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

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

**Job Description: Assistant Director/ Assistant Business Administrator**

**Strategic Objectives: Provide quality care for clients in such a way that they remain enrolled and benefit from our programs and services. To be part of the management team and accurately handle tuition accounts.**

**Work Inherent in this Position as Assistant Director:**

- \* Plan, meet deadlines, and maintain a positive work climate.
- \* Supervise, train and develop subordinates.
- \* Maintain open lines of communication with clients, staff and the Director
- \* Assist in creating systems to improve and modify deficiencies.
- \* Render staff support to all other programs and employees when necessary.
- \* Maintain and communicate record keeping and necessary written communication, keep up to date files
- \* Order necessary supplies.
- \* Release staff for the day when enrollment is low
- \* Supervise children and staff in accordance with the laws and regulations of all State agencies and policies of SonShine Child Care Center.
- \* Prepare for and participate in special programs, some of which may occur in the evening.
- \* Attend professional conferences and meetings to remain current in his/her field and meet state regulations.
- \* Attend all staff meetings unless excused by the Director.
- \* Oversee the safety program: regular building checks and safety sheets.
- \* Help organize programs such as field trips and special events.
- \* Participate in interviews with prospective childcare staff.

**Work Inherent in this Position as Assistant Business Administrator:**

- \* Prepare Fee Agreements.
- \* Post tuition fees and track changes for the Business Administrator.
- \* Bill clients as needed and communicate with clients.
- \* Handle all Department of Social Services subsidies and supervise and prepare paperwork for DSS.
- \* Attend professional conferences and meetings to stay current regarding all food service regulations, including the New York State Sanitary Code, CACFP, Department of Safety and Health, etc.
- \* Distribute and receive CACFP packets, Prepare CACFP meal count paperwork for Director, Assist in supervision and online recording of CACFP.
- \* Assist the management team wherever needed.

**Behavior Standards:**

- \* Perform all work in accordance with governmental laws, state mandates and other policies.
- \* Exhibit an understanding of infants, toddlers, and young children in the preschool environment.
- \* Able to step into any position to cover for an absent employee.
- \* Assure that all contacts with clients, prospective clients, and other staff will be conducted in a courteous manner.
- \* Evaluate all work, systems and procedures assigned to this position and communicate evaluations to the Director.
- \* Exhibit warmth, emotional stability and awareness of emotional needs of subordinates.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Discipline appropriately and positively.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change and have a sense of humor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Job Description: Staff Coordinator/ Registrar - Strategic Objectives: Ensure every classroom is appropriately staffed in accordance with NYSOCFS guidelines and provide quality care and communication with prospective and current clients so that they enroll, remain enrolled and can benefit from all our programs and services.**

**Work Inherent in this Position as Staff Coordinator:**

- \* Assign work schedules to staff
- \* Assist planning and implementation of staff development days
- \* Arrange for substitutes when regular staff is unavailable
- \* Substitute in the classroom as necessary
- \* Release staff for the day when enrollment is low
- \* Approve overtime when necessary
- \* Participate in interviews with prospective childcare staff
- \* Recommend vacation schedules to the Director
- \* Attend all staff meetings
- \* Support Staff in all areas of the center when necessary

**Work Inherent in this Position as Registrar:**

- \* Arrange for tours with the Program Director for prospective parents
- \* Assign children to their specific classroom
- \* Maintain class lists/attendance sheets
- \* Prepare for, and participate in, special programs, some of which may be in the evening, such as Open House, and the Christmas Program
- \* Attend all staff meetings
- \* Give tours of the facility to potential clients and orient new clients

**CACFP:**

- \* Communicate food management regulations to the kitchen staff
- \* Assist with supervision of kitchen and general housekeeping by means of room checks and yard checks
- \* Supervise the CACFP program, order food and supplies

**Behavior Standards**

- \* Perform all work in accordance with governmental laws, state mandates and other policies.
- \* Exhibit an understanding of infants, toddlers, and young children in the preschool environment
- \* Able to step into any position to cover for an absent employee.
- \* Assure that all contacts with clients, prospective clients, and other staff will be conducted in a courteous manner
- \* Evaluate all work, systems and procedures assigned to this position and communicates evaluations to the Director
- \* Exhibit warmth, emotional stability and awareness of emotional needs of subordinates
- \* Have a positive, friendly attitude
- \* Speak clearly and distinctly, using proper grammar
- \* Be dependable, punctual, energetic and enthusiastic
- \* Maintain a high standard of personal grooming and hygiene.
- \* Follow directions
- \* Be able to handle difficult situations
- \* Discipline appropriately and positively
- \* Benefit from suggestions for improvement
- \* Demonstrate a willingness to change and have a sense of humor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Job Description: Business Administrator**

**Strategic Objective: Provide a clear and accurate accounting of funds earned and expended for SonShine Child Care Center.**

### **Work Inherent in this Position**

- \* Perform all work in accordance with the policies of SonShine Child Care Center and other relevant regulatory agencies.
- \* Plan, meet deadlines, and maintain a positive work climate.
- \* Prepare Fee Agreements.
- \* Post tuition fees.
- \* Bill clients as needed.
- \* Manage Payroll: online systems for payment to employees, time tracking and vacation/sick earned time.
- \* Manage online systems for tracking child hours and recording billing to clients.
- \* Communicate with families about issues regarding payment.
- \* Prepare tax documents needed for staff and clients and send them out yearly
- \* Track all income and expenses.
- \* Input receipts and expenditures into an accounting computer program.
- \* Provide reports of financial operations as needed.
- \* Record client and child information.
- \* Maintain other records as necessary.

### **Behavior Standards:**

- \* Assure that all contacts with parents, staff and children will be conducted in a courteous and professional manner
- \* Maintain a high standard of personal grooming and hygiene
- \* Arrange for vacations, time off, or leaving early with the Director in such a way that all deadlines are satisfactorily met
- \* Bring any concerns or problems to the attention of the Director, except if the problems concern the appropriateness of the Director's instructions regarding cash receipts or disbursements. Then the Business Manager should speak directly to the Trustees.
- \* Keep all financial information in the strictest of confidence
- \* Have a positive, friendly attitude
- \* Speak clearly and distinctly, using proper grammar
- \* Be dependable punctual, energetic and enthusiastic
- \* Follow directions
- \* Be able to handle difficult situations
- \* Bring correction appropriately and positively
- \* Benefit from suggestions for improvement
- \* Demonstrate a willingness to change
- \* Have a sense of humor

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

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

## **Job Description: Receptionist**

**Strategic Objective: To provide quality care and communication for clients in such a way that they remain enrolled and benefit from our programs and services.**

### **Work Inherent in this Position:**

- \* Lend support for the entire staff
- \* Maintain a positive work climate
- \* Answer the telephone:

### **Telephone Answering Policy**

This will be our policy and system for providing a clear and efficient process for answering the telephone or relaying messages to the appropriate personnel.

All calls will be answered within three (3) rings when possible. All calls will be handled in a courteous and professional manner. 100% of all messages will be delivered on the day of the call.

### **Phone Answering Script**

“SonShine Child Care, (your name) speaking.”

Transfer the call to the appropriate person. Press “HOLD” so noise is not transmitted, if in search of someone. Go back to the caller to say when the person will take the call. If the person is not available, take a message, ask the necessary questions and WRITE THE INFORMATION ON THE TELEPHONE MESSAGE PAD. Place the message in the person’s mailbox and inform the caller of this if they are on the premises.

Reassure the caller by saying, “I will deliver the message,” or whatever is appropriate. However the LAST WORDS ARE, “Thank you for calling.”

- \* Greet parents and children and direct them to appropriate rooms if necessary
- \* Substitute for staff who are absent.
- \* Greet and create a positive first impression of SonShine Child Care Center to prospective clients via telephone or personal contact.
- \* Present an orderly reception area.
- \* Attend all staff meetings unless excused by the Director.

### **Behavior Standards**

- \* Perform all work in accordance with the policies of SonShine Child Care Center
- \* Communicate clearly and courteously with contacts..
- \* Maintain confidentiality of dialogue with clients.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Response promptly to telephone, staff, clients, mail, etc.
- \* Maintain flexibility in response to work demands.
- \* Communicate to the Director any concerns or problems.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Benefit from suggestions for improvement and demonstrate a willingness to change.
- \* Have a sense of humor.

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

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

**Job/Description: Administrative Assistant/ Bookkeeper**

**Strategic Objective: Provide a clear and accurate accounting of funds earned and expended by SonShine Child Care Center and assist the Director in administration.**

**Work Inherent is this Position:**

- \* Perform all work in accordance with the policies of SonShine Child Care Center and other relevant regulatory agencies.
- \* Plan, meet deadlines and maintain a positive work climate
- \* Write checks to pay all bills in a timely manner.
- \* Write “amount paid, date paid and check number” on each bill and file bills and invoices in “accounts payable” file drawer. Make changes to files in this drawer as needed.
- \* Balance bank statement with checkbook
- \* Keep the checkbook up to date. Record all deposits and withdrawals on the checkbook stubs.
- \* Prepare deposits and take them to the bank.
- \* Maintain staff files and prepare former staff and children’s files for storage in PreK hallway closet. At the end of the fiscal year, remove receipts from accounts payable drawer to storage.
- \* Attend all staff meetings unless excused by the Director.

**Behavior Standards:**

- \* Assure that all contacts with parents, staff and children will be conducted in a courteous and professional manner.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Arrange for vacations, time off, or leaving early with the Staff Coordinator in such a way that all deadlines are satisfactorily met.
- \* Bring any concerns or problems to the attention of the Director, except if the Bookkeeper is concerned whether the Director's instructions regarding cash receipts or disbursements are appropriate. The Bookkeeper should then speak directly with the Trustees.
- \* Keep all financial information in the strictest of confidence.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Have a sense of humor.

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

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

**Job/Description: Kitchen Staff****Strategic Objective: To efficiently manage the kitchen and provide meals as directed by the Assistant Director.****Work Inherent in this Position:**

- \* Monitor food and other kitchen supplies, and request items needed from the person authorized to order.
- \* Prepare the menu for approval by the Staff Coordinator.
- \* Cook meals as indicated on the menu plan.
- \* Plan food preparation, minimizing waste.
- \* Promptly remove soiled dishes and leftovers after each meal, especially from classrooms with only one teacher.
- \* Clean the kitchen floors, equipment, stoves, ovens, refrigerators and in the School Age kitchen as well.
- \* Clean and organize the staff lounge; mop and vacuum floors.
- \* Clean dishes, pots, pans and related utensils.
- \* Rotate stock to keep it fresh.
- \* Keep the storage areas neat, clean, and well organized.
- \* Learn how to safely operate all kitchen equipment.
- \* Attend professional conferences and meetings to remain current in your field.
- \* Attend all staff meetings unless excused by the Director.

**Behavior Standards:**

- \* Perform all work in accordance with the policies of SonShine Child Care Center and CACFP program.
- \* Revise menus only with prior approval of the Assistant Director.
- \* Make absolutely certain that all New York State Sanitary Code Regulations regarding the cleanliness of the kitchen and the handling of food, including cooking and cold storage guidelines, are complied with wholeheartedly.
- \* Wear food handler gloves as required..
- \* Maintain a high standard of personal grooming, including long hair tied back (no bobby pins or hair pins), no dangling earrings, necklaces kept under clothing, etc.
- \* Treat all parents, children and staff in a courteous and friendly manner.
- \* Arrange for vacations, time off, or leaving early with the Staff Coordinator in such a way that the kitchen duties are adequately covered.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Be willing to accept suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Have a sense of humor.

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

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



**Job/Description: Maintenance Staff - Strategic Objective: Support all ministries of Community Covenant Church by keeping the facility, grounds and related equipment accessible, clean and in good repair.**

**Work Inherent in this Position:**

- \* Oversee the general security of the building and grounds.
- \* Repair electrical, plumbing and structural items as requested by the Pastor and Director.
- \* Oversee any contract work on the facility.
- \* Regularly inspect and repair all equipment.
- \* Maintain the efficiency and effectiveness of the heating system. Conserve energy by turning off unnecessary lights, eliminating drafts in the winter, enhancing ventilation in the summer, and turning the boiler off and on in the Fall and Spring to maintain comfort in the building, while minimizing use of gas.
- \* Wax and clean floors in classrooms once a year.
- \* Cut and trim grass and bushes.
- \* Maintain playground area and equipment.
- \* Check and empty all vacuum cleaners used in the classrooms once a week.
- \* Care for all tools and supplies so as to minimize waste.
- \* Oversee and keep up to date all required inspections, including fire alarm, sprinkler system, fire extinguishers, boiler, etc.
- \* Vacuum and mop floors and clean machines and counters in the laundry room and adjacent room.
- \* Order maintenance supplies and materials in a cost efficient manner. Check with Admin for all purchases over \$100.
- \* Pick up food and supplies as needed. Stack and neatly store supplies.
- \* Clear snow from building access areas and fire escapes as needed, especially before opening in the morning, including providing clear access for special (evening) events and church services.
- \* Apply salt to icy access areas to provide safe entrance to the building
- \* Oversee the plowing of the parking lot and driveways. Phone for attention to these areas when necessary
- \* Keep hallways clear. Take toys that teachers put in hallways to the toy exchange room.
- \* Assist with set up for special events
- \* Clean storage alcoves and mop closets on all floors. Clean up spills in hallways.
- \* Vacuum the toy exchange room and clean the gym floor, ticket booth closet, gym window sills and auditorium once a month.
- \* Clean and organize basement storage and maintenance rooms and hallway up to the gym.
- \* Read, know and follow the “Disaster Procedures” on page 54 of the Staff Handbook.

**Behavior Standards:**

- \* Perform all work in accordance with the policies of SonShine Child Care Center, making certain that all current building codes and regulations are met or exceeded.
- \* Treat all parents, children and staff in a courteous and friendly manner
- \* Arrange for vacations, time off or leaving early with the Pastor or Director
- \* Bring any concerns or problems to the attention of the Pastor or Director, especially if the Maintenance Supervisor has a concern about the application of building codes or regulations.
- \* Be dependable, punctual, energetic, enthusiastic and follow directions well..
- \* Have a positive, friendly attitude and be able to handle difficult situations.
- \* Accept suggestions for improvement, be willing to change and have a sense of humor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Job/Description: Nurse**

**Strategic Objective: Direct the area of health management to ensure that proper practices are being followed, requirements of pertinent regulations are met or exceeded and staff and children are in good health.**

### **Work Inherent in this Position:**

- \* Oversee the general health of children and staff.
- \* Create and monitor Health Care Plans for individual children involving Allergies and other medical conditions.
- \* Maintain proper health records for children and staff as required by New York State.
- \* Submit completed Immunization Records to New York State.
- \* Visit each classroom to do a health review of children and address any health concerns teachers may have.
- \* Review Accident/Incident Reports, follow up with those children, sign and submit forms to the Director for review and signature.
- \* Monitor timely receipt of staff physicals and notify staff as theirs nears expiration.
- \* Contact parents with any health concerns after consulting with the Director.
- \* Check daily Health Logs.
- \* Be prepared to train staff on health related topics at staff workshops.
- \* Attend professional conferences and meetings to remain current in your field.
- \* Attend all staff meetings unless excused by the Director.

### **Behavior Standards:**

- \* Perform all work in accordance with the policies of SonShine Child Care Center and New York State.
- \* Treat all parents, children and staff in a courteous and friendly manner.
- \* Keep any discussion of children's or staff's health confidential and share only with those who have a need to know.
- \* Make the health needs of the children and staff the highest priority at all times.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Bring any concerns or problems to the attention of the Director.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Have a sense of humor.

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

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

**Job/Description: Head Teacher**

**Strategic Objective: To encourage development of children, support development of Assistant Teachers and render support to Program Director and Director.**

**Work Inherent in this Position:**

- \* Plan, meet deadlines, and maintain a positive work climate.
- \* Supervise and train assistant teachers/ teacher aides.
- \* Prepare lesson plans and classroom environment.
- \* Provide assistance with individual lessons.
- \* Write observations as required.
- \* Supervise and keep eyes on children at all times on the playground, in the classroom, and on field trips.
- \* Communicate information about children to the nurse or Director regarding health, safety, problems, etc.
- \* Obtain materials and supplies necessary for instructional activities.
- \* Serve and clean up snacks, lunches, parties and other activities.
- \* Change diapers as needed, do laundry and assign other asst.teachers and aides in your room to do laundry as needed.
- \* Maintain a clean, neat and tidy classroom at all times.
- \* Mop the classroom floor and vacuum the rug at least two times a week.
- \* Remove trash from the room and place it in the dumpster on days when the Cleaning Service is not working.
- \* Prepare for and participate in special programs, some of which may be in the evening, such as Open House, and the Christmas Program.
- \* Attend professional conferences and meetings to remain current in his/her field and meet State Regulations.
- \* Attend all staff meetings unless excused by the Director.

**Behavior Standards**

- \* Perform all work in accordance with the policies of SonShine Child Care Center.
- \* Treat all parents, children and staff in a courteous and friendly manner.
- \* Arrange for vacations, time off, or leaving early with the Staff Coordinator.
- \* Keep any discussion of children’s behavior confidential and share only with the teacher in charge or appropriate administrative staff.
- \* Make the emotional and social needs of the children the highest priority at all times.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Bring any concerns or problems to the attention of the Director.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Discipline appropriately and positively.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Have a sense of humor

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

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

## **Job/Description: Assistant Teacher**

**Strategic Objective: To assist in development of children and to render support to Head Teachers, Program Director and Director.**

### **Work Inherent in this Position:**

- \* Render staff support to all programs and staff when necessary.
- \* Assist head teachers in working with children and in obtaining supplies.
- \* Provide assistance with individual lessons and lesson planning.
- \* Supervise and keep eyes on children at all times on the playground, in the classroom, and on field trips.
- \* Communicate information about children to the teacher in charge regarding health, safety, problems and concerns.
- \* Obtain materials and supplies necessary for instructional activities.
- \* Serve and clean up snacks, lunches, parties, and other activities.
- \* Change diapers as needed and do laundry as needed.
- \* Maintain a clean, neat and tidy classroom at all times.
- \* Mop the classroom floor and vacuum rug at least two times a week.
- \* Remove trash from the room and place it in the dumpster when the Cleaning Service is absent.
- \* Assist when needed by the Director in general housekeeping chores.
- \* Prepare for and participate in special programs, some of which may be in the evening, such as Open House and the Christmas Program.
- \* Attend professional conferences and meetings to remain current in your field and meet State Regulations.
- \* Attend all staff meetings unless excused by the Director.

### **Behavior Standards**

- \* Perform all work in accordance with the policies of SonShine Child Care Center..
- \* Treat all parents, children and staff in a courteous and friendly manner.
- \* Arrange for vacations, time off, or leaving early with the Staff Coordinator.
- \* Keep any discussion of children's behavior confidential and share only with the teacher in charge or appropriate administrative staff.
- \* Make the emotional and social needs of the children the highest priority at all times.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Bring any concerns or problems to the attention of the teacher in charge or the Director.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Discipline appropriately and positively.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Have a sense of humor.

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

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

**Job/Description: Teacher's Aide - Strategic Objective: To assist in the development of children and to render support to Assistant Teachers, Head Teachers, Program Director and Director.**

**Work Inherent in this Position:**

- \* Render staff support to all programs and staff when necessary.
- \* Assist teachers in working with children and in obtaining supplies.
- \* Assist in the supervision of children on the playground, in the classroom and on field trips.
- \* Serve and clean up snacks, lunches, parties and other activities.
- \* Change diapers as needed and do laundry as needed.
- \* Attend appropriate workshops to meet State Regulations.
- \* Maintain a clean, neat and tidy classroom at all times.
- \* Remove trash from the room and place it in the dumpster when the Cleaning Service is absent.
- \* Mop and/or wax the classroom floor when needed.
- \* Assist when needed by the Director in general housekeeping chores.
- \* Attend professional conferences and meetings to remain current in your field and meet State Regulations.
- \* Prepare for and participate in special programs, some of which may be in the evening, such as Open House and the Christmas Program.
- \* Attend all staff meetings unless excused by the Director.

**Behavior Standards**

- \* Perform all work in accordance with the policies of SonShine Child Care Center.
- \* Treat all parents, children and staff in a courteous and friendly manner.
- \* Arrange for vacations, time off, or leaving early with the Staff Coordinator.
- \* Keep any discussion of children's behavior confidential and share only with the teacher in charge or appropriate administrative staff.
- \* Make the emotional and social needs of the children the highest priority at all times.
- \* Maintain a high standard of personal grooming and hygiene.
- \* Bring any concerns or problems to the attention of the teacher in charge or the Director.
- \* Have a positive, friendly attitude.
- \* Speak clearly and distinctly, using proper grammar.
- \* Be dependable, punctual, energetic and enthusiastic.
- \* Follow directions.
- \* Be able to handle difficult situations.
- \* Discipline appropriately and positively.
- \* Benefit from suggestions for improvement.
- \* Demonstrate a willingness to change.
- \* Have a sense of humor.

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

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

## **SECTION TWO EMPLOYEE INFORMATION**

### **B. Employee Benefits**

#### **F.I.C.A. (Social Security)**

Community Covenant Church pays into your social security and medicare the same amount the government withdraws from your paycheck to cover your social security and medicare each paycheck.

#### **Unemployment Insurance**

Community Covenant Church provides Unemployment Insurance at no cost to the employee. Employees will not be eligible for unemployment insurance if they quit without good cause or are discharged for misconduct connected with work.

#### **Workers' Compensation**

Community Covenant Church pays for Workers' Compensation Insurance at no cost to the employees. Employees may be eligible for workers' compensation if injured in a job-related accident and are unable to work for a period of time. (See *Workers' Compensation* in the policy section.)

#### **State Disability**

State Disability Insurance is provided by New York State and is paid by the employer, with a percentage of this cost paid by the employee. The amount required by New York State Law is withheld from the employee's wages. The amount withheld is computed as a percentage of an employee's gross wages, up to a maximum specified by the State of New York.

#### **Sick Leave**

Each full-time employee is entitled to five sick days (40 hours) per year. Sick days begin to be accumulated after the first three months of employment and are only taken when needed. Sick days will then be earned at the rate of ½ day per month, not to exceed five days per year. If the five days are not required for sickness and are not taken by the end of the year, these days will not be carried over past August 31st of every year.

Each part-time employee is entitled to 2 ½ sick days (20 hours) per year. Sick days are granted after the first three months of employment and are only taken when needed. Sick days will then be earned at the rate of 1.67 hours per month, not to exceed 20 hours per year. If the 20 hours are not required for sickness and are not taken by the end of the year, these days will not be carried over past August 31st of every year.

#### **Maternity Leave**

Maternity Leave is granted without pay. We offer Paid Family Leave (PFL) as a part of our disability insurance. The Director will be notified in writing by your physician when the employee should be removed from work. Disability/ PFL paperwork will be provided to the employee for completion. At the end of this Disability/PFL period the employee must elect to return to work, or the right to return is forfeited. An employee taking maternity leave is not necessarily returned to the position held prior to the leave, but will not forfeit benefits earned before the leave.

### **Paid Holidays**

All staff of the Community Covenant Church are entitled to the following paid holidays: New Year's Day, Good Friday, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. Employees must work the day before the holiday and the day after the holiday, in order to be paid for the holiday. The paid holiday will be equivalent to your regular working day. For example, if you work a six-hour day then you will receive pay for six hours of holiday pay.

There are two exceptions to this rule:

1. If you do not work the day before and the day after the holiday, but the time not worked is taken as approved paid vacation time, then you will be paid for the holiday.
2. If the numbers in your classroom are low AND your staffing coordinator has informed you that there is no other place where you are needed to work, then you will be paid for the holiday.

### **Paid Vacation**

Paid vacation time is earned by the employee and approved in advance by your Staff Coordinator. All staff should fill out a "Staff Time-Off Request" and submit it to the Staff Coordinator. Final approval of your written request will be granted at the discretion of the Director. Your request must be coordinated with the requests from other workers so that the obligation and responsibility of SonShine Child Care Center can be effectively fulfilled to their clients. In the case that multiple requests are received for the same time off, approved requests will be granted on the basis of PTO accrued, staff seniority and the order in which the requests were received. Time off must be documented as sick or vacation days. Time off that occurs after sick and vacation days are used up are unexcused unless approved by the Staff Coordinator or Director.

All vacation and sick time will be prorated so that everyone's accrual renews September 1st of every year. See "Vacation Policy for New Hires and First Year Employees." This is when you will be credited with the number of vacation days earned during the previous year. Employees will not be able to "rollover" any unused vacation or sick time to the next year.

#### **Full-Time Employees**

<b>Employee Anniversary Year</b>	<b>Vacation Hours Earned</b>
1 & 2 year	40
3 & 4 year	80
5 & 6 year	120
7	128
8	136
9	144
10	152
11 & up	160

#### **Part-Time Employees**

<b>Employee Anniversary Year</b>	<b>Vacation Hours Earned</b>
1 & 2 year	20
3 & 4 year	40
5 & 6 year	60
7 & up	80

**Leave of Absence**

Requests for leave of absence must be submitted to the Staff Coordinator in writing at least 30 days ahead of the time requested. Final approval of the request will be granted at the discretion of the Director. If you have been hired with the understanding that you will be granted a leave for the summer months and/or other public holidays, you must still submit a request in writing to the Staff Coordinator for a leave of absence, stating the date you would like to leave and the date you would like to return to work. If you are requesting time off, there must be staff available to replace you during the time you will be absent. Therefore, depending on the availability of replacement workers, the time that we are actually able to approve for you may vary somewhat from your original request. Please be assured that we will make every effort to honor your request in a timely manner. However, the necessity of staffing the classrooms without making an undue burden on other staff members may require a measure of flexibility on the part of the one making the request for the leave of absence.

All leaves granted will have a termination date. Failure to return on the termination date will constitute abandonment of a job/position.

**Accommodations for Nursing Mothers**

SonShine Child Care will provide nursing mothers at least 20 minutes break time once every three hours to express milk for their infant child(ren) for up to 3 years following the child's birth.

If you are a nursing mother, SonShine will make reasonable efforts to provide you a private room, other than a restroom, to express milk. SonShine has a private breastfeeding room located in the nursery hallway. When this room is in use, please place the "occupied" sign on the door for privacy.

Expressed milk can be stored in refrigerators in your child's classroom. Please mark or label your milk to avoid confusion for other employees and children.

Employees must work with the Staff Coordinator to accommodate the needed time to do this so that appropriate staff can be provided.



## SECTION TWO

### EMPLOYEE INFORMATION

#### C. Hours, Wages and Procedures

##### **Work Schedule**

The determination of the daily and weekly work schedules is left to the Staff Coordinator. It is expected that all employees will follow the schedules set forth by the Staff Coordinator. If the employee has any question concerning his/her schedule, he/she may consult the Staff Coordinator. When an employee cannot report for duty no matter what the cause, the employee must notify the Staff Coordinator as far in advance as possible in order to permit the rescheduling of other employees.

There may be a time when the numbers in the classroom are such that an employee may be asked by the Director or Staff Coordinator to go home early or miss a day of work. This usually occurs around holiday times or the summer. If there are other needs in the building you may be asked to fill one of these needs. However, you must NEVER go home early when your numbers are low without first checking with the Director, Staff Coordinator or Administration in charge.

##### **Time Tracking**

Each employee's time tracking online must be kept current daily - completed when arriving and leaving for the day. To complete, make sure you add in all your time and breaks for the day. At times you may not be needed due to low enrollment, sick or vacation will be used for that missed time. Any time off will be documented as paid time off.

##### **Overtime:**

Hourly employees will be paid overtime according to New York State and Federal Law. All overtime must be approved in advance by the Staff Coordinator, Director or Administration in charge. Do not work beyond your scheduled hours without advanced approval. If you are unable to leave your classroom due to ratios, it is your responsibility to call the Person in Charge to get a replacement or to get approval to stay past your scheduled time. All extended time (or time outside of your regularly scheduled shift) must be written in the online tracking note section by the employee with the reason for staying past the scheduled time, so that the business administrator can approve the hours before hours are recorded for payroll. In the note you must document who approved these overtime hours so they can be validated. Overtime hours that do not follow this will not be credited to the employees paid hours.

##### **Paychecks**

All employees will be paid biweekly - once every two weeks. Attached to each online pay stub is a detailed statement of earnings and deductions. Contact the Director or Business Administrator with questions or concerns on your pay.

## **Absenteeism Policy**

Absenteeism is the failure to report for work or to remain at work. It includes late arrivals and early departures, as well as absence for an entire day. Our business requires that employees attend regularly and report promptly for duty as scheduled. An employee must arrive for work in sufficient time to get to his/her assigned station at the scheduled time. When a schedule is determined by the employee and the Staff Coordinator, the employee is expected to abide by it. Tardiness puts unfair pressure on co-workers.

All persons knowing they will be unavoidably absent from work must call SonShine Child Care Center at 315-682-2895 and speak directly to the Staff Coordinator or Person In Charge. Do not email or text about not coming in. No other person should call in unless there is an excusable emergency. Failure to request advance approval or to report an absence will result in an unexcused absence. The Receptionist will not take messages regarding absences. Absences must be documented as sick or vacation days. Absences that occur after sick and vacation days are used up are unexcused unless approved by the Staff Coordinator or Director.

If you know you're going to miss work, call your Staff Coordinator as soon after 6:30 AM as possible. Even if you have approved this absence with another administration, it is still your responsibility to notify the Staff Coordinator in the morning of every day you are absent. **DO NOT** call, email or text the Staff Coordinator at her home. Call the Staff Coordinator by 3 PM on the day of your absence to let her know the status for the next work day. In the case of sudden illness during the day of work, call the Admin office. Every attempt should be made to stay on duty until a replacement can be found. Under NO circumstances should children be left without adequate supervision.

Employees with above average absenteeism may be required to provide documentation of the reasons. This may include being seen by a doctor to ensure that "Staff and volunteers must be in good physical and mental health and have the energy and emotional stability necessary to fulfill the responsibilities of their positions." as found in the NYS Regulations 418-1.13.

An employee who is absent for more than three days will need a script from the doctor, showing the reason for the absences. Upon returning to work from an unexcused absence, the employee must report to the Staff Coordinator or Director and explain the reason for the absence. If the reason is not acceptable, the employee may be disciplined. An employee who fails to call in for two successive days will be considered to have voluntarily terminated employment with SonShine Child Care Center. The Staff Coordinator or Director may make exceptions to these policies, depending on the circumstances of the case.

### **Requests for Other Time Off**

It is expected that employees will schedule appointments, personal needs and family related issues at times which will not conflict with their work schedules. However, if that cannot be avoided, written requests should be submitted at least two days in advance. Time off sheets are expected to be handed in 2 weeks ahead of time so that the Staff Coordinator can find an appropriate replacement for your position. **IF SUBSTITUTES CANNOT BE FOUND, IT IS EXPECTED THAT THE EMPLOYEE WILL CANCEL THEIR REQUEST!**

### **Confidential Information**

An employee may have occasion to learn things which are confidential. It is his/her ethical obligation and a state regulation to consider all information as privileged and to keep such knowledge in strict confidence. Never discuss SonShine Child Care Center business either inside or

outside the center where it could be heard by an unauthorized person. Information regarding children, parents or other staff members is confidential and must not be shared with other parents or employees.

### **SonShine Child Care Cell Phone/ Media Policy**

#### **Telephones**

The telephone is one of the most important business tools we have. A person's first impression of SonShine Child Care Center will take place via the telephone. Personal calls should be kept to a minimum. If it is necessary to make a call, the Receptionist can place a call and transfer it to an unused room for privacy.

#### **Cell Phones**

NYS OCFS regulations prohibit the use of cell phones, smart watches or devices while caring for children. Cell phones may not be left out in the classroom or used in closets, the gym, bike room or on the playground. Please see the "SonShine Child Care Cell Phone/ Media"

Policy" Regulations 418- 1.8(n)-(See page 24) "The use of any type of personal electronic media device for social or entertainment purposes, including but not limited to, listening to music on headphones, playing screen games, surfing the internet, sending emails or making personal calls while supervising children is prohibited. The use of mobile phones is permitted as necessary to promote the children's safety and ensure the orderly operation of the program."

The use of personal devices for music or educational purposes MUST be included in your lesson plan (developmentally appropriate and curriculum based). It MUST be approved every day by administration with close supervision by the teacher, making sure no child is left with the device.

Nap room/ Nap Time There should be NO PHONE, tablet or electronic device in use in the nap room unless daily permission is given by administration.

Phone Calls/ Text Messaging/ Other If you need to make a call you must do so outside the classroom and have someone replace you. When you leave the room, you must tell all replacement staff the number of children and what will be going on in the classroom. You should return all personal calls on your break, lunch or after your job assignment. Business related calls should be returned only after you have adequate coverage for your children

Yes, you can-bring your phone outside, place volume on for emergencies and call to ask for help outside or be let in the building.

#### **Violations of Policy and Procedure may result in the following:**

**A FIRST VIOLATION:** Your supervisors will give you a verbal warning to not use your personal device or reminder to follow the procedure in question. This will be noted for your file. You may be required to take training to better understand our regulations on this policy.

**A SECOND VIOLATION:** This will result in a written warning for you and be put into your file.

**A THIRD VIOLATION:** This will result in a three day suspension without pay.

**A FOURTH VIOLATION:** This will result in termination.

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

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

**Grooming**

Cleanliness and good personal hygiene is absolutely essential at all times. The employee should dress conservatively, in good taste, and according to the requirements of his/her position. They are expected to follow the SonShine Dress Code Policy.

General courtesy on the part of the employee reflects on SonShine Child Care Center's standards and our desire to make the best impression possible for our clients.

**Drug Testing**

Random drug tests may be required of any employee at any time. Refusal to participate in drug testing will result in termination.

**Paid Staff Meetings**

Each employee is required to attend staff meetings as designated by the Director and will receive his/her hourly wage for the time attended. These staff meetings are mandatory to receive the appropriate amount of hours for licensing.

**Workshops**

SonShine Child Care Center will pay 100% of the cost for attending workshops that are pre-approved by the Director. Hourly employees who attend pre-approved workshops during normal business days will be paid their hourly rate for time at the workshop.

**Salary Increases**

Employees may receive a raise upon review throughout a given pay year. Typically, there will be an annual review. Raises are contingent on satisfactory attendance and satisfactory performance (when SonShine is able to afford this). The amount of the average raise is set by the Trustees of Community Covenant Church, the Director and our financial consultant..

**Employee Childcare Discount**

An employee discount *may* be offered to employees who desire to enroll their child/children at SonShine Child Care Center if the center chooses to offer this. This is conditional based on availability of an opening for their child(ren).

For more information see the "Employee (With Students at SonShine) Policy". If you do not have a copy of this one can be provided for you in person or by electronically upon request.

## **SECTION TWO EMPLOYEE INFORMATION**

### **D. Employment Policies**

#### **Selection of Employees**

Employees are selected on the basis of their qualifications to fulfill established specifications for the job. General criteria include education, experience, mental capacity, physical ability, willingness to work in the specific environment, and ability to perform the essential functions outlined in Section 1 of this handbook.

An employee may review his/her personnel file (as long as it is not removed from the office) by requesting it from the Director..

#### **Promotions and Transfers**

Classroom staffing needs may vary according to the changing childcare enrollment. Staff flexibility is imperative and may include changes of hours, classrooms or positions. Changes in employment positions may occur due to teachers' increased educational status.

It is the policy of SonShine Child Care Center, when possible, to promote qualified personnel from within the company.

An employee promoted to a new position will be given up to sixty (60) working days to demonstrate his/her ability and qualifications to satisfactorily perform the full duties required. If he/she does not perform satisfactorily within such time, he/she may, at the discretion of the Director, be returned to the position formerly held at the appropriate wage for the former position.

#### **New Employee Forms**

SonShine Child Care Center must operate under the guidelines of New York State Law, the Labor Commission, and the Office of Children and Family Services, which administers our license. The following forms must be on file for every employee:

1. Application
2. IRS & NYS forms indicating filing status and withholding exemptions
3. State Central Register Form
4. NYS Fingerprint Form
5. Criminal Justice Clearance
6. Pre-Employment Physical including Tuberculosis clearance
7. The names, addresses and day time telephone numbers of at least two references, other than relatives, at least one of whom can verify employment history, work record and qualifications. At least one reference must be able to attest to your character.
8. W4 form and Proof of Citizenship
9. Educational and Training Certificates

#### **Physicals**

Every staff member is required by the State of New York Regulations for child care to have a certificate of physical examination (including a Tuberculin Test for the initial examination) proving that each employee is generally in good health and free of dangerous communicable disease. New employees must have this before the first day of work. Forms are available in the Director's Office.

### **Professional Development**

SonShine Child Care Center encourages its staff to become increasingly more qualified to perform his or her job duties. We are aware that our goals cannot be accomplished without the cooperation and dedication of every employee. Staff members should strive to utilize every opportunity to develop spiritual maturity through regular church attendance, and to improve their professional skills. Employees must participate in staff meetings, periodically scheduled in-service training programs and other appropriate workshops.

### **Babysitting Policy**

In the event that you accept a babysitting job or other childcare responsibilities outside of your normal responsibilities at SonShine Child Care Center, it is your responsibility to inform parents that you are performing these services as an independent contractor, and that SonShine Child Care Center accepts no responsibility of any kind for your actions or services rendered. Our insurance does not cover any form of independent activity that you might engage in for parents. In the event of termination of your employment, you specifically agree not to compete with SonShine Child Care Center by offering childcare services to any of our current clients, until 6 months after leaving SonShine.

### **Restrictions**

The employee must not engage in outside employment which in any way interferes with the performance of regular duties. Also, an employee should not participate in any activity that creates a conflicting interest for SonShine Child Care Center. The employee should not engage in work of any type where information concerning clients or employees comes from SonShine Child Care Center sources. No employee should use church property for private or corporate profit, nor should any employee conduct private business on any premises owned by the church unless prior approval has been obtained.

### **Policy against Harassment/Bullying**

Community Covenant Church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

Any employee who believes he/she has been harassed by a coworker, supervisor, or agent of the Church should immediately report the facts of the incident to the Director, or to the Senior Pastor, or Trustees of the Church. Management will investigate such claims and take appropriate corrective action. Should any grievance be unresolved, you are encouraged to take your complaint to the U. S. Equal Opportunity Department closest to you. If you have any questions concerning this policy, please feel free to contact the Director or Trustees at your convenience.

## SONSHINE CHILD CARE CENTER DRESS CODE POLICY

### Things that are not appropriate to wear at SonShine

Clothes with revealing holes or tears, Hoodies over your head while working, Clothes that do not provide adequate coverage of your body (example: stomach showing), Pajamas or sweatpants (except class pajama days), Short shorts, dresses or shirts that are too short, Shirts or Blouses showing Cleavage and Under Garments showing from shirts.

### Clothing

Shorts and dresses should not be short and should come just above the knee or a little longer. We recommend longer shorts or capri length pants for the summer. Whatever you're wearing should be appropriate to be engaging with the children in the classroom or on the playground. Please wear clothes that are modest and professional looking, keeping in mind that we are a ministry of the church and a service to families. Also, keep in mind that we are examples for the children to follow. for example: staff should always wear coats and accessories in the winter.

### Footwear

Please do not wear any shoes with heels. The staff handbook's dress code policy is to wear sneakers while working. While we prefer this, sandals that have backs are permitted.

If you have any questions about attire you can always check with the office before your shift. If you are not complying with the dress code, you may be asked to go home for the day, or to go home to change and come back, or be potentially subject to the disciplinary policy labeled "**Violation of Policy and Procedure**" (Employee Handbook pg. 26).

I have read and agree to this policy while working at SonShine Child Care.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION TWO**

### ***EMPLOYEE INFORMATION***

#### **E. Disciplinary & Termination Practices**

##### **Reprimands**

An employee may receive a reprimand for inefficiency, improper conduct, or violation of policies and regulations.

Every employee is considered to be an “at-will employee” of Community Covenant Church, as that term is defined under the laws of the State of New York. Any violation of the following prohibitions may result in immediate suspension or dismissal. The provisions and guidelines set forth below are not intended to be all inclusive. Items are listed here to inform employees of their expected conduct and of prohibited employee practices.

When an employee is not following procedures and policies or is not fulfilling his/her job description, the Director will take the following actions:

- a. If the problem is a minor infraction of procedure, the supervisors will verbally, or in writing, correct the problem.
- b. For more serious infractions, the Director will request a conference with the employee. The Director will discuss the problem, how it should be solved, and the time frame the employee has to correct his/her actions. This discussion will be summarized in a written report. The signed report will be retained in the employee’s file. Written reprimands are issued to insure clear notice to the employee of the serious need for corrective action on the part of the employee.
- c. At the Director’s discretion, the employee who does not correct the problem will either be reassigned, suspended without pay, or be terminated from employment at SonShine Child Care Center. The amount of termination notice given to the employee will depend on each individual situation. Some infractions merit immediate dismissal.
- d. Depending upon the seriousness of the offense, the Director has the right to suspend or discharge an employee. The Director may use suspension as a disciplinary measure in lieu of discharge for suspected or proven offense. The Director may suspend an employee without pay during an investigation.

The Director or Administration may recommend that an employee receive disciplinary action up to and including discharge. Examples of prohibited employee practices include the following:

1. Reports for duty under the influence of drugs or alcohol, or brings drugs or alcoholic beverages on church property.
2. Has been found guilty of theft or other forms of dishonesty.
3. Is absent and fails to notify the Staff Coordinator according to the provisions set forth in these policies.
4. SonShine receives complaint(s) from parents.
5. Is guilty of giving out information of a confidential nature to unauthorized people.
6. Physical or verbal abuse of children, parents or co-workers.
7. Is frequently late or absent or leaves work before the end of the scheduled shift without permission.
8. Refuses to carry out orders of the Director or Administration or is insubordinate.
9. Intentionally fills in their own or another employee’s time tracking incorrectly.



10. Has received three reprimand slips filed in the employee's personnel file and signed by the Director within twelve (12) months after the 4 week probationary period.
11. Failure to carry out responsibilities according to job description.
12. Falsification of employment application.
13. Violation of established safety rules.
14. Inappropriate attitudes or behavior toward other staff, children or parents.

Any employee who strikes a child or subjects a child to corporal punishment may be subject to Immediate Probation and Review. This could result in termination of employment. Examples of this behavior include: slapping, pushing, shoving, and sitting a child down with force, pulling a child's arm, jerking a child's head, squeezing, pinching, molestation or any other physical harm. Immediate Probation and Review also results from subjecting a child to humiliation, ridicule, depriving a child of a snack or meal, or using abusive language toward a child. This list is not meant to be all inclusive.

### **Resignation and Termination**

Should you decide to leave the employment of Community Covenant Church, we expect that you will give notice as follows:

1. SonShine Child Care Center employee Resignation Notices should be personally given to the Director in writing and should specify the last day the employee will be at work. This date will be considered the effective date of separation.
2. Hourly Employees will give two weeks written notice of intent to resign to be eligible to receive all benefits due at the point of termination (e.g. accrued vacation time). Failure to adhere to this time frame will result in the forfeiture of those benefits not required by law or regulation. In addition to this, accrued vacation or sick days are not paid after the separation date.
3. Salaried Employees are expected to remain until a replacement has been trained.

If we find it necessary to release you from employment, we will make every effort to inform you as stated above, provided termination is not due to poor performance or misconduct.

Upon resignation, you are required to return this Staff Handbook, key tags, supplies and/or materials that are church or child care property.

### **Grievances**

In our organization, the employee is urged to make his/her complaints known to those best able to correct the situation, discuss the grievances, and have them adjusted and corrected informally. The majority of all complaints should be able to be corrected in this manner.

The following guidelines should be helpful when addressing complaints or grievances:

- A. In the event that you have a personal grievance, please follow the teaching given in Matthew 18:
  1. Please discuss directly and professionally any problems you are having with the person(s) involved. Do not do this in the presence of children or in the classroom.
  2. Bring any conflicts to the surface as soon as possible.
  3. Focus your concern on the behavior that is bothering you and not on the person.

4. Concentrate on positive discussion and constructive criticism over negativism, personal attacks, gossip and/or slander.
5. If you are unable to resolve the conflict between yourselves, inform the Director of your concern and ask him/her to discuss the issue with you and the offending person.
6. If the problem is still unresolved, please ask the Director and/or the Pastor to meet with you and the offending individual(s).

Not all interpersonal conflicts will be resolved by bringing the disagreeing persons together for conflict resolution.

- B. In the event that you have a grievance or complaint concerning the condition of employment, or interpretation of employment policies, please feel free to seek informal resolution of your concern by following the proper line of authority. If you prefer to seek an adjustment of your problem through formal methods, the following procedure has been developed:

Step 1 - Each employee has the right to present any grievance or complaint to the Director in writing.

Step 2 - Any employee who is dissatisfied with the reply given in Step 2 has the right to a prompt and full review by the Trustees of Community Covenant Church. A current list of the names, addresses, and telephone numbers of the Trustees of Community Covenant Church is on the first page of the State Regulations for Child Care which is posted in each classroom.

Step 3 - If your grievance is still unresolved, contact the closest U. W. Equal Opportunity Commission.

- C. In the event you hear of a complaint either employment related or personal, please take it to the Director or Administration.

## SECTION TWO

### EMPLOYEE INFORMATION

#### F. Worker's Compensation – Disability – Unemployment

##### **Disability Benefits Carrier**

Your statement of rights concerning the New York State disability benefits law and information, which also identifies Community Covenant Church's insurance carrier, is on the bulletin board in the staff lounge. Disability claims should be reported to the Director. These claims are initiated by your healthcare provider and turned in to the Director.

##### **Worker's Compensation Carrier**

Community Covenant Church's Worker's Compensation Insurance carrier is identified on the bulletin board in the staff lounge. Worker's Compensation claims should be reported to the Director. Any employee who is injured at SonShine Child Care Center must inform the Person-In-Charge immediately. Failure to do this could nullify your ability to file a claim.

##### **Employee Responsibilities**

You must report unsafe conditions, problems, or injuries to the Director or Administration immediately.

##### **Unemployment Claims**

Employees of Community Covenant Church are covered by the New York State Unemployment Insurance Law. The details for obtaining benefits are posted on the bulletin board in the staff lounge.

##### **Fraudulent Claims**

We believe the abuse of these very important programs is a threat to our economy and our values. We urge persons hurt on the job or laid off due to hard times or any other legitimate reason to avail themselves of their options. However, we feel that persons who make fraudulent claims are criminal and should be subject to all remedies prescribed by law. We would hope that all Community Covenant Church employees share our belief and cooperate by reporting fraud to either the Director or the carrier.

##### **Injury Prevention Program**

Community Covenant Church has a very extensive Injury Prevention Program in the Policy Section of this Employee Handbook. Please review this program, as all employees are subject to provisions outlined there. We value safety highly and expect all employees to follow our guidelines and policies. We value you; we want you to be safe and healthy!

# SECTION THREE

## PHILOSOPHY OF EDUCATION AND PROGRAMS

### **Philosophy of Christian Education and Care**

A. Reality. God is a personal Creator, involved in sustaining His creation and the universe. Reality in life involves understanding that God is real and is active in lives today.

B. Truth. All truth is God's truth. "Jesus said, 'I am the way, the truth, and the life.'" Truth cannot be separated into secular and sacred. God reveals His truth in Scripture, nature and history.

C. Knowledge. All knowledge must be put in the context of God's truth. Any knowledge or personal conviction which serves as a guiding principle in an individual's life must be based upon God's revealed truth.

D. Human beings are people created in the spiritual and moral image of God. This image is distorted by self-centeredness, i.e. sin. Therefore, humans are in need of correction from self-centeredness to God-centeredness. This correction is made possible through reconciliation with God through Jesus Christ.

E. Christian Education. In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian education principles that recognize the true nature of God.

F. Education involves the total being: spiritual, intellectual, physical, and social. (Prov.9:9)

G. Each person possesses unique traits, needs and abilities. (Romans 12:3-8).

H. The educational experience must first emphasize the development of Christian beliefs, attitudes and skills.

I. An integration of Bible truth and Christian concepts will be an inseparable and primary part of the total educational process.

### **Objectives**

1. To help each child come to understand that God loves him/her and has a special place for him/her in His kingdom.

2. To provide guidance for children to adjust to their environment, peers, and adults.

3. To assist in the development of learning skills.

4. To help in the development of moral and cultural training in accordance with God's Word.

5. To provide a loving, caring Christian atmosphere to all of God's children entrusted to us.

6. To be administrators of firm but loving discipline and correction.

7. To help each child develop into a whole person – body, soul and spirit – so he/she might embrace life on all levels.

8. To provide physical contact which includes holding, hugging, cuddling, etc., as much as possible.

9. To cultivate positive attitudes. Children can pick up what we are feeling.

10. To provide activities which promote the love and concern that Jesus has for each one of the little people under our care. These activities include songs, games and stories which tell them of this love.

11. To promote prayer (talking to God). Teachers should be willing to teach and say blessings before food is eaten. If you need help with this, see the Chapel Teachers or Admin. for ideas of what to say for prayers or blessings before meals and snack times. Also, be willing to pray as a group or with individuals about sickness, boo-boos, desires, etc. Be positive when you pray. Thank God for our blessings and share this attitude with the children. You can give prayer requests to Chapel or Admin.

## **Basic Goals**

1. To give God the glory.
2. To lead non-Christians to Christ by teaching and example.
3. To develop an understanding of one's unique responsibility to God, self and others.
4. To equip each child with the ability to communicate clearly, logically, and effectively through speaking, listening, and being exposed to reading and music.
5. To help children realize their capabilities and limitations.
6. To encourage an appreciation of the arts.
7. To encourage creativity and curiosity.
8. To expose the children to the fundamentals of physical fitness, nutrition, and hygiene through teaching and example.

## **SonShine Child Care Center and the "Living Curriculum"**

It is exciting to realize that all people were created in the image of God for the purpose of enjoying fellowship with Him. Life for the Christian should be a thrilling adventure each day. We should be reminded that the Psalmist said, "This is the day the Lord has made; we will rejoice and be glad in it."

Those who accept staff responsibilities at SonShine Child Care Center must strive each day to prayerfully teach the Word of God, exalt the precious Lord Jesus, and share the Christian faith in a clear and practical way. In so doing, the staff will present to the children under our care a "Living Curriculum", which will serve as a pattern or model exemplifying the total Christian character and personality,

Staff who teach the Living Curriculum should strive to do the following:

1. Demonstrate deep and total devotion to the Lord Jesus Christ.
2. Be well informed and thoroughly prepared to perform each task.
3. Be emotionally and spiritually mature and exercise self-control in stressful situations.
4. Show interest in the total development of each child.
5. Stand as a Christian example in appearance and conduct both inside SonShine Child Care Center and in the community.
6. Display consistency in obeying and maintaining SonShine Child Care Center's policies and procedures.

## **PROGRAM SPECIALTIES**

**RELIGION:** Bible stories (in simple form), Puppet Shows, Prayer time, Christian living.

**EARLY SKILLS:** Colors, numbers, shapes, name recognition, alphabet letter recognition, beginning writing skills, writing practice

**SOCIAL SKILLS:** Friendship, sharing, kindness, respect, personal boundaries, teamwork.

**MUSIC:** Singing (accompanied by music), using musical instruments with the children, dancing, rhythm and beats, songs that reinforce curriculum etc.

**ART:** Painting, coloring, pasting, cutting, playdough, exploring various media, emphasizing self-expression, etc.

**FINE MOTOR:** Using scissors, using tweezers, folding, tracing, prewriting skill practice, fingerplay, fine motor games

**SENSORY:** Sand play, water play, sensory bins, learning about senses,

**SOCIAL STUDIES:** “Our Family”, “Where We Live”, “Our Neighborhood Helpers”, “Being Good Friends”, “Diversity and Multicultural”

**MATH:** Counting (verbally), counting objects. Learning the meaning of more than, less than, the same as, etc.

**SCIENCE:** Nature Studies which include:

1. Animal Studies
2. Plants and how they are made (seeds, leaves, stems)
3. Our World around us: Environment, Nature, Ways to Care for our World

**NUTRITION & SAFETY:** Keeping our bodies healthy and safe

1. Food (nutrition, what is good for us)
2. Health (cleanliness, exercising, potty training, good habits, teeth brushing)
3. Practicing safety in classrooms, hallways, stairs and outside, fire safety

**LANGUAGE:** Story time – reading aloud to children, sharing time, child participation, grammar (correct speech), finger play, rhymes, opposites, verses memorized and used with finger activities.

**PHYSICAL ACTIVITY (LARGE MOTOR):** Use of gym, playground, bike room for many activities! It is good for teachers to participate with the children, not just turn them loose to run. SonShine encourages exercising, stretching and fun physical games or activities, but does not practice yoga or meditation in the classrooms.

## Program

SonShine Child Care Center should have a program for meeting the individual and group needs of the children, with provision for consultation with parents. The daily activities for each child in SonShine Child Care Center must be designed to influence a positive concept of self and to enhance social, cognitive, and communication skills. The program schedule should include activities which offer reasonable regularity in routines, including snack and meal periods, and activities which provide children with opportunities for learning and self-expression. This schedule should be made available to the parents of our children. The basic program should contain constructive activities and experiences in which the children are protected from fatigue, overstimulation and other stressful situations.

Special events will occur throughout the year to enrich the program: Harvest Dinner in the Fall, Christmas Program in December, Beach Party usually in the late winter, Flag Day Parade in June, Vacation Bible School (VBS) in June, PreK Graduation in June, Classroom Parties and Field Trips throughout the year. For older children, the summer brings trips to the park, the library, the fish hatchery and SnoTop for ice cream. Toddlers and up enjoy the sprinkler on hot days.

The program should be varied in order to promote the physical and emotional well-being of the children. Corporal punishment and humiliation or frightening methods of control and discipline are prohibited.

A variety of equipment will be provided so each child can have access to toys and equipment suitable to his/her age which will stimulate interest in active and imaginative play. All toys and equipment must be kept clean and in good repair to prevent accidents or injury.

Staff should not sit on the table or counters in the classroom. Avoid sitting on chairs as much as possible in the classroom. Sit on the floor with the children. On the playground do not sit on benches or play equipment. Staff should be standing and monitoring next to where the children are playing on the equipment.

Staff members are expected to interact with the children. They are expected to join in the playtime and game time with the children and to give the children direction and suggestions for free play activities, while allowing the children self-expression.

## SECTION FOUR

### A. Daily Operating Procedures

#### **Authority for the Administration of SonShine Child Care Center**

Responsibility for policy development and general operation of SonShine Child Care Center rests with the Trustees of Community Covenant Church.

All administrators, teachers and other personnel are employees of Community Covenant Church.

The administration of SonShine Child Care Center is delegated to the Director who is subordinate to the corporate authority of the Trustees of Community Covenant Church. All affiliated organizations are also subordinate to the corporate authority of the Trustees of Community Covenant Church.

#### **Position of the Administrator (Director)**

The Director is the executive head of SonShine Child Care Center. The staff is accountable to the Director. The administration and supervision of the activities of SonShine Child Care Center are delegated by the Trustees of Community Covenant Church to the Director to be carried out in accordance with all of SonShine's policies. The Director may appoint staff to assist in these activities but it is still the Director's responsibility.

#### **New York State Regulations**

Current copies of the Department of New York State Regulations for child care centers are in every classroom. Teachers are required to be knowledgeable regarding these regulations and to comply with them at all times. It is also the responsibility of the staff to make sure they're up to date with the regulations if changes have been made. Any staff member observing another staff member who is failing to comply with these regulations must promptly report the discrepancy to the Director.

#### **Working Hours**

Teachers should be in classrooms five minutes before the start of shift time in order to provide a smooth transition into the classroom. This transition includes communication with other staff, preparing the room and putting away personal belongings or supplies.

#### **Staff Meetings**

Staff meetings are mandatory and will be announced in advance. They begin promptly at the designated time and all staff are expected to attend. If unable to attend, communicate well in advance with the Director..

#### **Staff Trainings**

All staff must meet training requirements of the state to continue employment at SonShine Child Care Center. The center closes twice yearly for in-service training and all staff must attend. Any staff person who misses training will be expected to make it up on their own time and possibly at their own expense.



## SECTION FOUR

### Mandated Reporter

#### Child Abuse Policy

By New York State law all childcare staff are mandated reporters and required to report any suspicions of child abuse. You are required to contact the Onondaga County Child Abuse Hot Line and report your suspicions immediately. Contact the Director about your suspicions and complete the appropriate NYS OCFS forms.

Any physical restraint of a child being served by SonShine Child Care Center must be done with the objective of preventing self-harm or the harm of other people. SonShine Child Care Center prohibits verbal and physical punishment for a child's inappropriate behavior. When inappropriate behavior occurs; every effort should be made to consult with parents, guardians and supervisors to arrive at an acceptable strategy for dealing with the problem. Physical discipline of children by a SonShine Child Care Center employee in excess of appropriate restraints, or verbal discipline without proper foundation is considered abuse and disciplinary action will be taken.

**We will not tolerate child abuse in any form: physical, verbal, emotional or sexual.**

#### Our Present Policy

1. We endorse and encourage an open-door policy of allowing parents and others to drop by our facility at any time.
2. All employees are screened for conviction of child abuse, felonies and abuse of people in group home care facilities.
3. When possible we assign two employees to any given situation.
4. We actively encourage comments and suggestions both positive and negative.
5. Administrative personnel are continually supervising and monitoring every situation on an unscheduled basis.
6. We are aware of our legal responsibilities as mandated reporters of child abuse, maltreatment and shaken baby syndrome.
7. All children are required to be awake when received into our care to ensure they are healthy.

**If a complaint surfaces directly from a parent concerning their own child, we will do the following:**

1. Listen, take notes, ask questions and gather specific details.
2. Immediately question the staff involved.
3. If abuse is suspected, the Director will do the following if determined to be appropriate under the circumstances:
  - a. Call Children's Protective Services of Onondaga County HotLine.
  - b. Call the police if appropriate.
  - c. Immediately place staff suspected of involvement on administrative leave until the outcome of the investigation is complete.
  - d. Call our Insurance carriers.
  - e. Complete the appropriate NYS OCFS forms. Notify the Senior Pastor of Community Covenant Church

4. If the charge of abuse was unwarranted, we will do the following:
  - a. Confront the parents with our findings and ask them if they are satisfied or want further involvement by others.
  - b. If no further involvement is wanted, we will ask the parents to sign and date a written statement saying that this is the case.
  - c. If parents are not satisfied, we will then consider terminating the employee.
  
5. If the complaint warranted investigation we will do the following:
  - a. Immediately place the employee on increased supervision and given additional training support in the subject area. Subjects could be placed on leave or dismissal depending on board and administration decisions.
  - b. Cooperate completely by supplying information, data and support to the investigation.
  - c. Make calls to our insurance company.
  - d. Notify the Senior Pastor of Community Covenant Church

**If an employee observes someone at SonShine Child Care Center abuse a child, we will take the following measures:**

1. Call Children’s Protective Services at the Onondaga County Abuse HotLine – 315 422-9701 or the Mandated Reporter Hotline: 800-635-1522.
2. Inform the Director unless that is the person who was observed abusing a child.
3. Complete the appropriate NYS OCFS forms.
4. The Director will notify our insurance carrier and the Senior Pastor of Community Covenant Church.

**Media**

The Director or Senior Pastor will be the only person(s) authorized to speak to reporters, television crews, or any member of the media.

The SonShine Child Care Center spokesperson will give a statement containing only facts such as *“We have a claim of abuse. Staff involved have been placed on leave until the investigation is concluded. We are cooperating completely. We want a quick and thorough investigation. Any other questions are to be directed to our attorney or insurance agency.”*

**During an investigation:**

- It is the professional responsibility of all staff to make every attempt to operate normally. Maintain constant and clear information and communication to parents.
- Make this a time when extra love, care and discretion are standard operating procedures, because children pick up and respond to our fears, anxieties and anger.
- Make every effort to ensure that (as much as possible) investigators perform their duties so that the children are not fearful.

## SECTION FIVE

### **SonShine Parent/ Staff Communication, Student Control, Discipline and Supervision**

#### **Parent Conferences**

Conferences should be arranged by the teacher on an as-needed basis. Let parents know they are welcome to visit your class at any time to observe and that the center encourages parents to confer with the teachers. Sensitive problems to be discussed with the parents should first be brought to the attention of the Director.

Although parents are always welcome to visit classes, teachers are to continue class procedures without interruption. Parents and teachers wishing to have a conference must do so at a time that will not disrupt the classroom. In that case, make arrangements to do so at a time when your attention is not needed in the classroom or when someone can replace you. The staffing coordinator can help schedule appointments with parents for you.

#### **Complaint from Parents**

All complaints from parents must be reported immediately to the Director by the staff member receiving the complaint.

#### **Written Communication to Parents**

ALL communication to parents must be approved by the Director before being sent home. When sending home holiday cards, gifts, etc., please check out the family structure. Many children are from single-parent families. It would not be appropriate for them to bring home a note addressed to "Mom and Dad". The office administration can supply you with family information.

**Permission Slips** must be obtained for all activities away from our property or any activity that is different from our routine classroom schedule.

#### **Teachers Leaving Classrooms**

Teachers are not to leave their children unattended at any time. In case of an emergency and you need to leave, you must wait until a replacement has arrived. If your scheduled work time is completed, but your replacement has not arrived, you must stay until a suitable replacement can be found. If this happens, contact the Staffing Coordinator or Administration immediately.

#### **Professional Courtesy Communication Policy**

All children, parents and visitors should be treated with kindness, friendliness, patience and respect. Staff must refrain from gossip, loud talking and other unnecessary noise and forms of conduct that disturb the program and detract from the professionalism of the center. Yelling is never permitted.

1. All fellow employees are to be greeted warmly, courteously and professionally.
2. Clients who are known to you; say, "Good morning, 'Joan' or 'Mr. Smith'". Use the client's name.
3. Clients not known to you; say, "Good morning" or "How are you today?"
4. Prospective clients, strangers and adults who are obviously in the center for the first time, say the following, "Hello, my name is Susan. May I help you? Whatever is said must convey the message that this is a friendly place and we care about your child.

### **Child's Arrival**

All staff must go out of their way to give special greetings to each child as he/she arrives. Staff should introduce new children to the class and reassure them that the center is a friendly, welcoming place.

### **Lunch Break**

Lunch break times will vary. Employees are expected to coordinate breaks to ensure there is no interference with the care of children. A room **MUST NEVER BE LEFT UNATTENDED** or inadequately supervised. It is important that the time allotted for breaks be strictly observed in an effort to avoid scheduling problems.

### **Smoking/Drug Free Workplace**

Community Covenant Church has a no smoking or vaping on campus policy. Staff are not allowed to smoke near the facility, including in a car in the parking lot,- but must do so away from the premises of Community Covenant Church and out of view of children and parents. In addition, no personal vaping, e-cigarettes, etc. will be allowed in the possessions that staff have at work or on the property. Community Covenant Church fully complies with the concept that employees shall not possess drugs, use drugs, or be under the influence of drugs or alcohol in the work environment. Anyone caught will be terminated immediately.

### **Nap Time Supervision**

Staff is on the payroll during children's nap time and must be in direct, competent supervision of their children at all times. NY State regulations prohibit reading (for example: a child with epileptic seizures will need to be watched). Also the use of any electronic device while supervising children is prohibited, unless it is approved for class preparation.

Things you can do include the following: lesson plans, daily sheets, developmental checklists, crafts for the classroom, cut outs for bulletin boards or the classroom, things for other teachers, monitoring cribs, cleaning toys, washing buggies and organizing closets.

### **Media Use with Children**

According to NYS OCFS regulations, DVD/Electronic Video or media use is only allowed when it is approved and related to the curriculum being taught. This includes but is not limited to the following: tablets, ipads, videos, laptops, streaming, cell phones, smart watches or devices. See SonShine Cell Phone/ Media Policy

### **Lunch Duties**

All staff members are responsible for assisting their children during lunch time and the clean-up process.

*Family style eating* is the norm and teachers should be seated with their children whenever possible.

Teachers are responsible to wipe chairs, tables and sweep up crumbs and spilled food on the floor after each snack or meal time.

*Handwashing*: Children must wash hands before and after meals, after using the toilet, after being in the gym and after coming in from outside.

### **Attendance Sheets**

The attendance sheet is a legal document and should be treated as such. It is not to be taken home. It is an accurate record of the attendance of each child in the classroom and should be completed at each drop-off and pick-up. Because it is used by substitutes, it should be current and in the place provided at all times. It is a double check for the record kept in the office. The Director may ask to see the attendance sheet at any time. The teacher must take it when leaving the building.

### **Department of Social Services subsidized children's attendance**

Children who receive a DSS subsidy for childcare must be signed in and out by the person who drops off or picks them up. A separate attendance is provided for these children's attendance. Additionally, they will be signed in and out on the classroom attendance sheets.

### **Visitors**

Many visitors come to our childcare. Sometimes they have an appointment, but often they just drop by. If we know of a visitor in advance, we will advise you; but always be prepared for people to drop by your class or the playground.

Visitors may include parents visiting the childcare to consider enrollment. Be sure to greet them warmly and then continue your normal daily routine which gives the visitor an opportunity to witness a typical classroom or playground situation.

New and prospective employees are often brought around the Center for a tour. Also, teachers and others interested in childcare come for a tour. Occasionally, someone from the Office of Children and Family Services (OCFS) may come through the building unannounced.

At all times, visitors are not permitted in the building without a staff escort. If you see someone you don't know, call the Director IMMEDIATELY. If you have the slightest concern, always report it to the Director. It is better to be safe. *Unauthorized visitors, including your own children, are never allowed in the classrooms, and are never allowed to touch or hold a child.*

### **Office Equipment**

Prior to operating any equipment that you do not fully understand, ask for assistance.

### **Staff Parking**

Provisions have been made for staff parking in specified areas of the parking lot. There are some areas where parking is prohibited; please observe these areas. Please leave the row closest to the building for parents to bring and pick up their children. Also, parking is never allowed in the crosswalks.

### **Cumulative Folders**

Each child has a folder in the classroom and in the administrative office. Please use this file for any paperwork kept for future reference or a conference with parents and give a copy to the office. The child's folder must be carried and passed along with the child as they are moved from room to room. Legally, anything in the child's file must be made available to parents upon request.

### **Release of Confidential Information**

Consistent with statutory and common law, staff and directors may not release confidential information concerning children to anyone unauthorized to receive such information. This includes staff talking to a parent about another parent's children. If you receive a request for a child's information, refer that individual to the Director or Person-In-Charge.

### **First Aid Kits**

There is a first aid bag in each classroom (some teachers prefer to keep the first aid equipment in their backpacks). If the first aid kit contents are not adequate, contact the administration office for supplies.

## **Classroom Control**

The individual teacher is primarily responsible for student control within the classroom. The classroom environment should be characterized by order and courteous behavior. Child control in the classroom is largely a result of love, and firm consistent enforcement of rules and purposeful activity. Continual teaching and reinforcement of courteous and considerate behavior will provide a learning/teaching environment that will be a credit to our Lord and Savior Jesus Christ. Due to the very nature of our philosophy and the high calling of the Christian teacher, all classroom control procedures and disciplinary action should be given careful consideration in light of Biblical principles of child training and the guidelines of the Office of Children and Family Services regulations. Remembering that parents are ultimately responsible for the conduct of their children will force the staff to involve the home in a primary and substantial way. The teacher should support the parent and never usurp their authority or responsibility.

## **Classroom Discipline**

Classroom discipline is largely the responsibility of the classroom teacher. Young children are learning acceptable and unacceptable behavior through trial and error. Please use redirection as the first approach when a child is not behaving acceptably. Removing a child from a difficult situation and talking with them is the procedure to be followed. Should a child become unruly in the classroom, it may become necessary to call the administrative staff for assistance. It's also important to keep administration in the loop about classroom behaviors.

### **SonShine Discipline Standards: Infants (Age birth to 18 months):**

The only disciplinary measure to be used with infants is physically moving the children away from inappropriate or potentially dangerous situations. Talking and explaining to the infant why he/she is being moved is important. For Biting See SonShine's Biting Policy.

### **SonShine Discipline Standards: Ages 18 Months and Older**

#### *Acceptable Methods of Discipline*

- Redirection
- Positive Reinforcement
- Encouraging and praising good behavior
- Offering choices
- Setting safe and developmentally appropriate limits that children can understand
- Setting a good example, modeling appropriate behavior and responses
- Using a kind and, if necessary, firm voice
- Consistency

#### *Unacceptable Methods of Discipline*

- Corporal or physical punishment, physical restraint
- Punishment associated with food, rest, toilet training, outdoor time or isolation
- Humiliating, shaming or frightening techniques
- The discipline of children by other children
- Verbal abuse, threats or derogatory remarks about any child or their family
- Time out (Children of this age have a limited concept of cause and effect).

When a conflict arises between two children, SonShine staff will intervene in the following manner:

- Approach the children immediately
  - If children are fighting over a toy, staff will give a duplicate to the other, if any are available. Staff can try to interest the other(s) in a similar toy or try to entice them with a different activity.
  - If one child physically hurts another, staff will tell the offending child that the behavior is unacceptable and state the desired behavior: “We don’t hit. Hitting hurts. We use gentle touches”). Then, the teacher will attend to the hurting child giving TLC, washing and bandaging a wound, applying an ice pack, etc. The teacher may ask the offender if he or she would like to assist in helping the child who was hurt. The teacher must fill out and sign an incident report for the parent to read and sign.
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### **Parent/Teacher Teamwork**

When communicating with a parent regarding their child’s negative behavior, staff must do so in a positive manner while stressing its seriousness. Parents and staff are encouraged to work together on behavioral management issues. A parent’s form of discipline can be tried at SonShine as long as it follows SonShine’s policy.

## **Supervision of Children**

### **Supervision Duties**

We must be in compliance with state regulations and staff must follow supervisory duties listed below. Teachers have been found liable for negligence due to improper supervision in childcare centers.

1. Children must never be in a classroom without a staff member who is cleared to supervise.
2. Children should be directed to pick up and put the room back in order at the end of the day.
3. It is the responsibility of teachers to prevent damage to SonShine’s equipment and facilities.
4. When on the playground, teachers must spot children on the equipment, closely watch their own children play and engage in play with them when possible. Staff are not to sit on benches or chat with other teachers.

### **Supervision Guidelines**

- A. When SonShine Child Care Center is in operation there will always be the Director or a person designated as the Person In Charge. There will be a competent staff member available at all times to substitute as the Person In Charge when the Director is away from the premises.
- B. During the hours SonShine Child Care Center is in operation, an adequate number of qualified staff will be on duty to ensure the health and safety of the children in care. A qualified substitute will be provided for absentees.
- C. Children must not be left without competent supervision at any time. A second person will be immediately available at all times. Only a person who is 18 years of age or older shall be left in full charge of children at any time.
- D. No child will be released from SonShine Child Care Center to any person other than his/her parent, guardian, lawful custodian or person previously designated in writing on the Parent Authorization Pick Up form. No child will be released to return home unsupervised.

Each employee carries responsibility for supervision of children when needed, **not only in his/her classroom** but also wherever he/she may be on the grounds. Such responsibility is not limited to time or areas of specific duty assignments. All staff members should cooperate in sharing responsibility to maintain appropriate behavior.

Teachers are responsible for ensuring their children behave respectfully at all times. Pushing, shoving, horseplay, shouting, etc., are not acceptable. Children should not leave the classroom unattended for any reason. Teachers must be certain there is a responsible adult to guarantee the child's safety and supervision when the child needs to leave the classroom to use the restroom or to be picked up by a responsible person, etc.

**Children must always be under competent, direct supervision.** Competency requires training and applying that training in the classroom. All children must be within your view as you supervise them. During your scheduled work hours, visiting staff in other classrooms is prohibited. Your full attention must be on your children at all times.

### **Movement of Children**

When children are moving from one part of the center to another, they must be lined up and escorted in an orderly fashion.

### **Minimum Supervision Ratios Based on Group Size for Infants, Toddlers and Preschoolers**

<u>Age of Children</u>	<u>Teacher/Child Maximum Ratio</u>	<u>Maximum Group Size</u>
Under 6 weeks	1:3	6
6 weeks - 18 months	1:4	8
18 months - 36 months	1:5	12
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24

### **Minimum Supervision Ratios Based on Group Size for School-aged Children**

<u>Age of Children</u>	<u>Teacher/Child Maximum Ratio</u>	<u>Maximum Group Size</u>
Through 9 years	1:10	20
10 – 12 years	1:15	30

**If the room is overstaffed, notify the person in charge so you can be released to go home, or assigned to other work.**

### **Bathroom Supervision**

All children must be monitored in bathrooms until they are competent enough to manage on their own. Younger children may be taken to the bathroom in groups and the teacher remains with them. Take the whole class into the bathroom or just outside the door where they can be seen. Never send a child to the bathroom alone. The teacher should make sure the children are clean after using the toilet. The teacher also must ensure that the children wash their hands either in the bathroom or in the classroom.



### **Child's Illness at SonShine Child Care Center**

When a child becomes ill during the day (complaining, vomiting, fever, etc) the teacher should refer the child to the Administration or the Person-In-Charge. A decision will be made whether the illness necessitates the child being removed for the remainder of the day. Parents will be notified by the receptionist in such cases.

### **Release of Children**

Each classroom must have a list of authorized persons who are permitted to pick up children (Parent Authorization Form). Only those on that list will be allowed to pick up the child. If there are exceptions, these must be cleared through the Person-In-Charge. **It is very important for you to ask anyone you do not know for identification before releasing children.**

### **Accident/Incident Reports**

Any accident or injury occurring while a child is at SonShine Child Care Center must have an Accident/Incident Report filed in the office by the staff in charge of that child. Always be sure the injured child is attended to and the facts of any serious injury are communicated to the Person-In-Charge.

### **Field Trips**

Field trips are viewed as an extension and reinforcement of a child's experience at SonShine, and therefore, represent a legitimate function of our program. In all cases, teachers must be aware of the potential legal issues that can result from student injury. Prudent and reasonable care must be exercised at all times.

- A. "Parent Permission Slips" must be obtained for each child.
- B. Supervision on the field trip should meet the safety requirements and objectives of the field trip.

### **Leaving the Grounds**

Children leaving the grounds must have sufficient staff help so that each child is well supervised.

### **Safety of Children**

Open doors and Windows: Only windows with screens may be opened. Children are NEVER to be let out on the fire escape unless there is a fire drill. Fire doors are always to be closed and have alarms turned on.

Counter Tops – Children should never be permitted to climb or sit on top of counters.

Stairways – Keep your children together. Do not permit them to run ahead of you to their rooms. Be sure you are coming up the stairs behind your children. If one should fall you will be behind them to catch them. Going down the stairs, be sure you are either in front of or behind the children. Teach the children to hold the handrails when going up or down stairs.

Hallways – Do not permit children to run, scream or yell in the hallways. It is your responsibility to keep our hallways clear of clutter. Do not leave your children in the halls unattended. **You may not leave your children in the room while you go out to get something or put something away in the hallway – it is a violation of the regulations.**

Parking Lot – Make sure children are under control before entering the parking lot. Use the crosswalk when going to the back playgrounds. Do not allow children to run ahead or lag behind. Never let them play around the cars or run out into the parking lot to meet their parents. Have the parents come to their children.

### **Transitions and Transitioning Teachers**

Always count your children before and after every transition to be sure they are all with you. Your count of children should always correspond with the attendance count. Every time a new staff member relieves a teacher, the relieving teacher must ask for a child count and confirm that is the number of children received. **Never take over for another person without first confirming the number of children you are receiving!**

### **Classroom Environment**

- A. A comfortable room is of utmost importance. The teacher is responsible for the appearance of the classroom.
- B. Attractive bulletin boards should be displayed and changed on a regular basis. Children's work should be displayed on bulletin boards as part of the curriculum. This will make the room more inviting.
- C. The teacher should regularly inspect the condition of the classroom equipment and furniture. All needed repairs should be put in writing and given to the Director.
- D. Teachers are responsible for "housekeeping" duties.
  - 1. Remove paper from the floor.
  - 2. Periodically clean desks and/or tables, chairs.
  - 3. Keep countertops and shelves cleaned and orderly.
  - 4. Clean sinks on a daily basis.
  - 5. After snacks and lunch, sweep the floor.
  - 6. Sweep and/or vacuum the room at the end of the day or twice a week
  - 7. Stack and Store supplies out of reach of the children
- E. Turn off lights and heat or air conditioning and close/ secure all windows at the end of the day.
- F. Trash is to be tied up and placed in the hallway at the close of the room.
- G. Send all requests for maintenance to the Director in writing or call the office/maintenance for emergency repairs.
- H. Take all unwanted toys to the toy exchange room. Throw away broken toys or let the office know if the toy needs to be repaired.
- I. Request help to move an object which is too heavy for you to move.

### **Announcements and Solicitations**

Prior administrative approval is necessary for all announcements or solicitations which involve more than the individual classroom. Collecting or solicitation of money, goods, or services also requires prior administrative approval.

### **Substitute Teachers**

Situations occur when teachers must be absent from their classroom duties. If you know in advance you will be absent, please leave an activities list and daily schedule which could be used by a substitute. Also, make sure that all cupboards and shelves are clearly labeled.

### **Supplies and Material Requests**

SonShine will make every effort to provide supplies, materials and support needed to do your job professionally. A requisition form is posted on the office cabinet door for supply requests. Indicate the room number and materials needed. Personal use of supplies is not permitted. SonShine will do its best to fulfill your requests. If teachers check with the Person-In-Charge and are approved, they can be reimbursed for occasional small purchases for their classroom.

### **Seasonal Themes in the Classroom**

In the fall season SonShine emphasizes harvest themes, being thankful (Thanksgiving), NOT Halloween or costumes. Save costumes for other times of year. At Christmas, SonShine emphasizes the birth of Christ, and not Santa or the Grinch. Use Christmas trees, garlands, nativity scenes (creches), stars, angels, wrapped gifts, mittens to decorate. At Easter we can remember Jesus' Resurrection by displaying symbols of the Christian faith such as a cross in the classroom. Easter eggs and baskets, chicks, bunnies and flowers can be used as well.

### **Toy Exchange Room & Craft Closet**

In the Toy Exchange Room located off the bike room, there is a wide variety of toys, dress ups and equipment for your classroom.. The Craft Closet, just down the stairs from the Director's office, contains supplies for crafts and decorations.

### **Sanitation and Cleanliness**

Each room will be supplied with a Clorox and water solution, cleaning cloths and disinfectant. Please keep your sink clean using specific measurements on each bottle. Diaper pails must be sprayed daily with disinfectant. Highchairs must be kept clean. Please wash thoroughly after each use with Clorox and water solution. Keep all countertops clean and neat.

Before leaving your room be sure all toys and games are picked up and placed neatly away. Keep toys and pieces together. Be sure all puzzles are put back together before leaving the room. Spray dirty toys daily and wash all small toys daily.

When water tables are used, add one cap-full of Clorox to the warm water. The water tables must be emptied and sponged after each use.

### **Laundry**

Laundry is done on the premises daily. A separate clean wash cloth must be used for each child every time a wash cloth is required. A wash cloth must be used only one time and then placed in the laundry. At no time should wash cloths be shared. Bibs and other soiled material will also be laundered daily as needed. Staff will take turns being relieved and doing the laundry for their classroom and area. All dirty laundry must be placed in the laundry basket at the end of each day and never left in the room overnight.

## **Nutrition**

### **Meals and Snacks**

Food handlers must use appropriate gloves according to Department of Health regulations. SonShine serves plentiful and nutritious meals and snacks at well-spaced and regular intervals. Our food is served through direct supervision of a staff member who must maintain the guidelines of the CACFP. SonShine will ensure that children are provided food which meets current recommended dietary allowances of CACFP. Children should be encouraged to eat the food served, but must not be subjected to coercion or force fed. A child should not be deprived of food as discipline. Milk must be kept refrigerated at a temperature below 45 degrees. All perishable foods must be properly refrigerated and each refrigerator kept in operating order and equipped with a thermometer. Sufficient time will be allowed for meals so that the children are not hurried. Staff should help children to gain independence in feeding themselves and show them acceptable table manners. If needed, children should receive aid in feeding themselves, to ensure they receive the proper amount of food and to prevent their food from falling to the floor. Food should never be withheld from a child because of not being able to feed themselves or for any other reason. Menus are prepared by a staff person and must be dated and posted in a place accessible to the parents and staff.

Food should be placed on appropriate dishes and not placed directly on a table. Finger foods may be placed on a paper napkin on the table.

**Family style** service will be used in the classroom once children are old enough to participate. Teachers should sit at the table with the children while they are eating.

### **Health Procedures**

The Director or Person-In-Charge must be informed when a child becomes ill while at SonShine.

Health practices that minimize infections should be observed; i.e. wearing protective gloves when blood and/or bodily fluids are present. Also, washing hands often, using washcloths only once and disposing of diapers in a sanitary fashion, etc.

Pre-employment physicals will be kept on file.

Appropriate rest or quiet periods will be provided so a child can sit quietly or lie down to rest. For children unable to sleep, time and space must be provided for quiet play. No child will be required to remain on a cot or in a crib longer than one half hour.

SonShine will provide periods of supervised outdoor play for all children, except during inclement weather or when otherwise instructed by a physician or parent.

Children must not be administered any medication, prescription, or any other remedy or treatment, nor will special medical procedures be carried out, except upon written order of a physician. Only MAT trained staff may administer medication! Medication must be carefully labeled with the child's name, kept beyond the reach of children, and returned to the parents when no longer needed.

## **SPECIAL PROVISIONS FOR CHILDREN UNDER THREE YEARS OF AGE**

Infants must be provided care within an environment which not only protects them from physical harm, but which promotes their physical, intellectual, emotional, and social development.

Play areas, apart from sleeping quarters, will be provided where the children may comfortably and safely sit, crawl, toddle, walk and play. A minimum of thirty-five square feet per child will be provided for such purposes.

Appropriate and separate sleeping accommodations will be provided as follows:

1. Cribs, padded playpens, mats or firm sanitary cots will be provided and situated at least two feet apart.
2. Pillows are not to be used.
3. A clean sheet and a blanket (or sleep sack) when necessary should be provided for exclusive use of each infant.

Toys must be kept in good repair and receive the proper cleaning as often as needed. All toys in the nurseries must be washed in bleach and water after each use, especially after being in a child's mouth and on the floor.

Infants must be kept clean, dry and comfortable at all times. Staff must change diapers as often as necessary. Soiled diapers should be kept in a covered container with disposable plastic liners. Hands should be washed with soap and water after each change. Changing tables must be washed with bleach solution after each diaper change.

Infants should never be left unattended on the changing area, even for a second or two. Get all your supplies ready before you place a child on the table.

### **Feeding Bottles for Babies**

Bottles must be marked with the child's first and last name in bold, plain letters. Bottles must come from home already prepared. Each child must be removed from his crib, playpen, or cot and held or placed in a chair for feeding.

### **Food**

Food that needs refrigeration must be placed in the refrigerator immediately after use. No open containers of food should be left in the rooms overnight. Cereal must be in tightly covered containers.

### **Dishes**

All dishes, tableware, etc. used by children or staff must be returned to the kitchen to be put through the dishwasher. Do not keep dishes stored in the rooms. Return dishes to the kitchen as soon as possible after use. All dishes should be in the kitchen no later than 4:00 p.m. each day. Rinse your dishes and put them in the kitchen sink if they are returned after the kitchen staff has left.

### **Toileting**

Potty chairs must be kept clean and sanitary at all times. Potties must be emptied after each use, then cleaned and sanitized. Dirty potties must never be left overnight in the rooms.

**Daily Routines**

Each infant must be removed from his sleeping accommodations at intervals during the day and must be permitted to crawl, toddle, or walk as age and development permits. While awake, infants must not be left in a crib and never be left in cribs or cots without an adult present.

There should be frequent verbal communication between staff and children. Children should never be left to play on their own with staff as spectators. Staff is expected to provide stimulation for the children and participate when appropriate with their play activities. Remember, nurturing children is the main reason for being at SonShine.

Toddlers should be taken outdoors for a part of each day for supervised play, except during inclement weather, or unless otherwise requested by a physician or parent.

When with the children, staff's attention should be directed to the children and their needs not to conversations with other staff.

## SECTION SIX

### Emergency, Disaster and Safety Procedures

#### **Emergency**

In the event an ambulance is needed, you are to dial 9-911. All phones in the building are set to call directly out to 911 with the 9 needed to get the outside line. This is an emergency number. If you use it, state the following: "This is SonShine Child Care Center at 107 Pleasant Street, in Manlius. Send an ambulance immediately." The EMT operator will ask for information regarding who you are, the injured person, and our location. Contact the Person-In-Charge immediately after making the call and all the proper procedures will be put into place. Keep your children under control and ask for help if you need it.

#### **Accidents**

1. Students: if a child is hurt in class or on the playground, don't leave the area unsupervised. Send another adult to the receptionist or call SonShine's number (315 682-2895) for help. Someone will come immediately to tend to the child. The adult on or near the scene of the accident is responsible for making out an accident form and signing it. Take the report to the office after the parent signs it.

2. Employee: if an employee is injured, notify the Person-In-Charge immediately.

#### **Sickness**

If a child becomes sick while at the center (complaining, vomiting, fever, etc.) call the Person-In-Charge. He/she will be checked and, if necessary, the parents will be notified by the receptionist to pick up the child as soon as possible.

### ***Disaster Procedures***

#### **Intruder Security Procedures**

Should an unwanted intruder enter the center, the Intruder Alarm will sound. This alarm is different from our fire evacuation bell. When you hear this alarm, lock and close your classroom door. If you are not in your classroom go to the nearest area where a door can be locked and remain hidden there. Place all the people in the room out of sight of the door and windows. Keep everyone quiet until an officer comes to tell you all is clear.

#### **Shelter-in-Place**

SonShine Child Care Center is prepared to keep all people who are within its property sheltered in the building until it is deemed safe to leave. Children and staff will remain within their groups and cared for in their rooms. The Director or Person-in-Charge will coordinate care for situations that arise. Food, water and toilet facilities should be available within the building for the duration of the shelter-in-place. Having to shelter in the building could last for a considerable length of time. It is important to keep your children calm and comfortable while confined to the center. Administration will keep you informed of the situation as it progresses.

#### **Evacuation and Relocation**

If we need to relocate away from SonShine's premises, we will go to the First Baptist Church on the corner of Pleasant and North Streets. The address is **408 Pleasant Street Manlius, NY 13104.**

Arrangements will be made through the Emergency Medical Services for this relocation.

### **Fire Emergency and Prevention**

Throughout the year there will be monthly announced and unannounced fire evacuations. When the alarm sounds, all persons in the building file out the nearest exit in a quiet orderly fashion. All Exit Maps must be posted visibly in each room in the building.

1. All fires must be reported immediately. Call the fire emergency number 911 and give the location of the fire.
2. All employees must know the location of fire extinguishers.
3. Tampering with fire extinguishers is forbidden.
4. Fire extinguishers, sprinklers, fire exits or risers (ductwork, pipes, conduits and cables) must not be blocked.
5. Smoking or open flames are prohibited inside and outside on the Church property.
6. Tools and other equipment must not be stored against doors, exits or fire extinguisher stations.
7. Chemicals meeting the definition of "Hazardous Material", as defined by the OSHA Safety and Health Regulations, must not be brought into the building without the following: Material Safety Data (Form OSHA-20) or equivalent information on file and the express consent of the Director or Administration. All containers must be labeled with their contents.

### **SonShine Child Care Safety Hazards**

We have identified a few safety problems which occur in the childcare industry at large. We list them here for your information and solicit your suggestions for improvement for a safer environment.

1. Slipping and falling: games, puzzles, toys, small chairs, children themselves, spills, ice or uneven pavement outside, mopping and sweeping are all safety concerns. Report accidents to the Director or Administration.
2. Stress: The sheer number of human contacts, noise, pressure, active environment, and hectic time schedule all lead to situations where stress is a threat. When overwhelmed and a break is needed, staff should contact the Director or Administration.
3. Back Strain: When lifting children onto changing tables, learn how to do this to prevent strain. With older children you can hold onto them while they climb up on steps or a stool to the changing table; then have them lie down. Sit or bend your knees when tying shoes, wiping noses, buckling pants.
4. Equipment inside and outside is abused by children and weather. Edges become exposed and wheels broken. Report these to the Director or Administration.
5. Footwear: Sneakers are best. Sandals with backs are acceptable. No high heels on shoes or boots.



## **Pandemic/ Emergency Health Procedures**

1. In case of an emergency contagious illness, SonShine will take appropriate measures to ensure the health and safety of all children, families and employees.
2. SonShine will develop intermittent plans for staffing rooms, changing hours of operation and placing children so that a spread lessens.
3. SonShine will follow all temporary guidelines given by OCFS and the state regarding CDC and DOH recommendations for childcare.
4. SonShine will put in place their own Personal Protective Equipment (for example masks, hand sanitizer, face shields, gloves or whatever necessary).
5. SonShine will make policies for advanced cleaning and disinfecting procedures for staff and families.
6. SonShine will develop temporary policies for quarantining, isolation, testing and monitoring given by the state.
7. SonShine may have to temporarily adjust payment costs, policies, etc. to accommodate for an emergency situation.
8. SonShine may require vaccination, testing or health care consultation for staff or families as given by the state.

## **Blood Borne Pathogen Exposure Control Plan**

SonShine Child Care Center's Implementation Schedule follows universal precautions in order to prevent contact with blood or other infectious materials:

1. Gloves must always be worn when handling blood borne pathogens or infectious materials.
2. All diapers, diaper wipes, and papers must be disposed of in appropriate, covered garbage pails.
3. Needles are not a problem or a part of the childcare setting.
4. Changing areas and food/drink storage are completely separated.
5. Personal Protective Equipment: SonShine Child Care Center provides gloves at all changing areas and in all first aid kits. Staff should check to see that adequate supplies and sanitary conditions are being maintained.
6. Adequate hand washing facilities are available near all diaper changing areas and in bathroom areas.
7. All diaper changing areas will be cleaned and disinfected using bleach water at the end of the day and after each changing procedure.
8. Laundry contaminated with blood or other materials will be put in plastic bags, sealed, and returned to parents with a note.
9. SonShine Child Care Center employees give first aid only as a duty-required response to an actual incident. An incident report must be filled out and signed and given to the Director or the Administration before the end of the work day.

By receiving this handbook employees understand it is their responsibility to update themselves with the newest terms of the SonShine Employee Handbook by visiting the website at [www.sonshinechildcarecenter.com](http://www.sonshinechildcarecenter.com) under "resources" and accessing it. It will be updated periodically and available there. It also will be available electronically or by physical copy upon request.

May God richly bless you in His service at Community Covenant Church and SonShine Child Care Center!