



Early Learning Centers

Staff Handbook

(Revised 5/15/2020)

ELC-1: 1270 Foster Drive, Reno NV 89509 (775) 322-9030

ELC-2: 605 South 21st Street, Bldg. 605, Sparks NV 89431 (775) 360-2495

ELC-3: 3700 Safe Harbour Way, Reno NV 89512 (775) 360-2494

ELC-4: 440 Reno Avenue, Reno NV 89509 (775) 360-2482

Dress Code Initials: _____

Apron and name tag must be worn at all times.

Acceptable clothing items:

- Pants/jeans (no holes or tears)
- Shorts must be knee length
- Skirts/dresses must be knee length or longer
- Shirts must have a sleeve of 5 inches or longer
- Shoes must be close-toed year-round
- Scrubs
- All clothing must be free of logos/designs except ELC/BGC/UNR logos

Items **NOT** permitted:

- Tank tops
- Leggings/work out pants
- See through clothing
- Bra straps showing
- Hats/hoodies

On spirit/dress-up days, employees are still required to follow the above guidelines, with the exception of Crazy Hat Days.

Tattoos/Piercings Initial: _____

Tattoos which display foul language or inappropriate gestures must remain covered at all times.

Piercings that interfere with daily job performance must be removed.

Parking Initials: _____

Under no circumstance should an employee park in front of any ELC; this is reserved for parents only.

- **Site 1:** Employee should park is on Foster Drive. Front row parking spaces are reserved for parents dropping off children. Parking spaces facing Pennington are reserved for employees with children to allow them to walk safely to/from the building.
- **Site 2:** Employees can park in any open visitor/staff space.
- **Site 3:** Employees may use the parking lot facing Crystal Lane. Do not park in spots facing the Early Learning Center building.
- **Site 4:** Employees may park in the dirt lot facing the big playground off the ally way. Please do not park in the yellow zone in front of the school, or in the ally. Also, be mindful and do NOT park in front of/in our neighbor's driveways.

Attendance Initials: _____

ELC normal business hours vary. Attendance and punctuality are important factors for your success within the organization.

Employees are to arrive at the center with plenty of time to be prepared to begin their workday. All employees must be clocked in and in their assigned work area by their scheduled work time. Employees

are responsible to leave their home in enough time to get to work at their scheduled time, regardless of weather or other complications.

All employees are required to provide notice to their supervisor(s) of absence for illness, tardiness, or other reasons, unless the absence is due to prescheduled leave, such as full-time personal leave.

If an employee will be absent, the employee is required to contact his/her supervisor by phone at least four hours prior to their scheduled work time, and provide the supervisor with a reason and an estimated duration of their absence. If the absence is due to illness, the supervisor may require a medical note from the employee's attending physician.

In an instance of no call/no show for a period of one work day, the employee's supervisor will attempt to reach the employee via telephone call or text. If the employee fails to respond to the call or text on the same day, ELC will presume the employee has voluntarily resigned his/her position.

Unexcused absences and other absences without prior approval or without a reason that is excused under the ELC policy may result in disciplinary action, up to and including termination of employment.

Failure to provide notice of an absence, as described above, will result in an unexcused absence, regardless of the reason. Unexcused absences, or any other violation of the absences policy, may result in disciplinary action, up to and including termination of employment.

Request for time-off must be submitted in writing to the Site Director, and be entered into Paycom as a Time-off Request. All time-off request must be entered at least two weeks in advance. Time-off requests that do not meet this requirement may be denied.

ELC must maintain childcare ratios at all times. Due to this requirement, not all time-off requests may be granted if multiple requests are entered for the same time period. You will be notified via a Paycom email of the approval or denial of your request.

ELC has staff meetings, team meetings, theme change days, and staff development days, which you will be required to attend. You must request time-off for these days just as you would for any other time-off.

Snow Days Initial: _____

We **DO NOT** follow Washoe County School District snow days. If we are forced to close an ELC, you will be notified by your Site Director. We ask that you watch the weather closely and make arrangements to be to work on time.

Time Management/Web-Time Clock Initial: _____

Full-time and part-time employees are required to clock in/out daily on the Paycom system located at the center. You may not use your phone to clock in or out. Unless directed by the Site Director you may NOT clock in more than five minutes before your scheduled shift. If you are unable to use the Paycom system at the center due to technical issues, you must notify the Director/Assistant Director immediately and enter your time on the designated clipboard. If you repeatedly forget to clock in/out, disciplinary action will result. Although you will have a regular work schedule, there may be occasions when you are asked to arrive early/stay late to ensure proper staff-to-child required ratios are met. All overtime must receive prior approval by the Site Director.

Full-time salaried positions are not required to clock in/out.

Time Off Benefits Initial: _____

Personal time-off (PTO) requests will be considered based on organizational needs, the employee's available PTO, overall attendance, and date of the request. PTO requests will be considered on a first come, first served basis.

Personal time-off is based on the following noted schedule and does not include Bereavement Pay or time-off for jury duty. In instances of approved Family Medical Leave Act (FMLA), the unpaid leave will be considered for full and part-time employees.

All time-off requests must be requested at least two weeks in advance. Time-off requests that do not meet this requirement may be denied.

- **Full-Time PTO and Holiday Pay**

Full-time employees will have their PTO accrual set as ELC First Year Full-Time accrual. Beginning date of hire through the employee's one-year anniversary will accrue at a rate of 3.33 hours per pay period for a total accrual of 80 hours. Accrual of any kind may not be used during the 90-day probationary period. Once the employee reaches the one-year anniversary, PTO is reset the first pay period of their anniversary month, OR when the employee was converted from part-time to full-time status. A request may not exceed a maximum of 40 hours or five consecutive work days.

Once the PTO has been converted from ELC First Year status, the employee will have 80 hours of PTO to use one year from the reset date.

PTO requests in excess of the 80 hours per year will be considered as unexcused and noted in the annual performance review. Unexcused absences will be subject to disciplinary action, up to and including termination of employment. Full-time, salary employees will agree to have their salary reduced for Time-off Without Pay.

Full-time staff scheduled to work 40 hours per week will be paid their regular hours for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Thanksgiving, Thanksgiving Family Day, Christmas Eve, Christmas Day, and New Year's Eve.

NOTE: Employees must use their PTO before requesting to take Time-off Without Pay. All full-time salaried employees who have exhausted their PTO must request Time-off Without Pay, AND agree to a payroll deduction based on taking unearned PTO. EXAMPLE: A salaried employee (not an hourly employee) needs to take three days off due to illness. The employee must notify his/her Site Director and request Time-off Without Pay. The Site Director contacts the Human Resources Director to prepare a letter authorizing the ELC Executive Director to deduct 24 hours of the employee's salary during the pay period in which the salaried employee took the unearned PTO.

- **Part-Time Unpaid PTO and Holiday Pay**

Part-time staff scheduled to work 27.5 hours per week will be paid their regular hours for the following holidays: Independence Day, Thanksgiving, Thanksgiving Family Day, and Christmas Day.

Part-time staff will be allowed to take up to 55 hours per year of Unpaid Time-off, which will be considered as excused time-off. PTO requests in excess of 55 hours per year will be considered as unexcused and will be noted in the employee's annual performance review. Unexcused absences will be subject to disciplinary action, up to and including termination of employment.

Telephone/Cell Phone/Social Media/Head Phones Initial: _____

Use of ELC telephones is limited to business-related calls, both outgoing and incoming. Employees are to advise family and friends that personal calls should be neither expected nor made. Emergencies constitute an exception.

Personal cell phone use and texting is prohibited during classroom teaching time. Such cell phone use can be done during scheduled breaks only.

Head phones of any kind may not be used by employees while on duty.

Each employee must post a picture and information about the picture on their center's Facebook page each day. Site Directors will give permission for employees to create and publish posts. After posts are completed, all photos must be deleted from your cell phone. You may not post any photos of children who attend the center on your personal Facebook page, or any other social media sites. If you are friends with a family outside of the center, you must notify the Site Director. Facebook posts should include:

- Statistics in early childhood
- Developmental milestones
- Quote pertaining to early childhood development

Calendar Initial: _____

Staff will be provided a calendar each August for the new school year. All dress-up days and any other spirit days must be followed. All items on the calendar must be followed. Participation is mandatory.

Confidentiality Initial: _____

The privacy and respect of all our families is our highest priority. Please be aware of your surroundings at all times, and where you are having conversations about member children and families. Cease such conversations when a non-staff member is present, or as necessary to protect the privacy of others.

Information regarding children who attend our Center should not be shared with any other families or staff who are not privileged to this information. Children's files may not be shared with anyone except authorized personal or parents/guardians. In the instance of divorced parents, you may not provide information about one parent to the other parent. If you have any questions regarding confidentiality, please speak with your Site Director.

Chain of Command Initial: _____

Although management doors are always open, we ask that staff follow the Chain of Command when it comes to any classroom issues. Part-time and full-time staff have a Lead Teacher they report to for any questions regarding classroom curriculum, student concerns, parent concerns, behavior issues, incidents/accidents, or any classroom rules. If you feel your needs cannot be met by the Lead Teacher, you may request to meet with your Site Director.

We ask that before you call Licensing, you follow the chain of command by speaking to your lead teacher, then with your Site Director. If you feel your concerns are still not met, you may contact the Education Coordinator or the Executive Director; ultimately Chief Executive Officer Mike Wurm.

Staff to Child Ratios Initial: _____

Staff-to-child ratios must be maintained at all times.

Staff must know how many children are in their care at all times. Staff must carry an up-to-date list and a notebook with up-to-date roll sheet at all times. Staff may never leave their classroom without a replacement and permission from the Site Director.

We follow the following classroom ratios:

- 1 staff person to 4 infants (0-9 months)
- 1 staff person to 6 young toddlers (9-18 months)
- 1 staff person to 6 older toddlers (18-24 months)
- 1 staff person to 9 twos' (24-36 months)
- 1 staff person to 12 threes' (36-48 months)
- 1 staff person to 13 fours' (48 months and above)

Walkie Talkie's Initial: _____

Staff need to call on a Walkie-Talkie for assistance, questions, sick child, or any other issues.

- Pick up a Walkie-Talkie and have it on when you clock in.
- Having the Walkie-Talkie on you and using it throughout the day is required.
- Never leave your classroom to get assistance from management. Use the Walkie-Talkie to request assistance.
- Only use the codes posted on the Walkie-Talkie.
 - Code Blue: Bathroom Break
 - Code Yellow: Injury
 - Code Green: More Food
 - Code Purple: Extra Teacher Needed
 - Code Red: EMERGENCY
 - Behavior Support: Any behavior issues that need immediate assistance.
- You may use a headset with your Walkie-Talkie, if desired. Ask your Site Director for a headset if you would like to use one.
- Put your Walkie-Talkie back on the charger each night so it is ready to be used the next day.

Break Policy Initial: _____

- Anyone who works over 5.5 hours a day gets a one-hour unpaid break.
- When relieved by a staff member, you MUST leave immediately. If you do not leave immediately we will clock you out for break at the time you were relieved.
- When you have been relieved for a break, go directly to clock out. If you need to gather items from your room or other places in the Center, please do so after you clock out.
- You can call for bathroom breaks over the Walkie-Talkie at any time.
- If you have been asked to relieve a co-worker, relieve only the staff you were asked to break. If another staff requests a break, tell them to make such a request via Walkie-Talkie. The Center has set schedules. When you veer from the schedule it effects the entire schedule.
- When returning from a break, you are expected to clock in and be in your classroom ready to work at the designated time.

Over Staffed Initial: _____

On days when we are over-staffed, we will ask teachers from the room that has low attendance if they would like to go home. If they do not want to go home, we will ask teachers from other classrooms. If no one wishes to leave, we will appoint a staff to go home early on a rotation bases so the same staff is not losing hours. You may also be offered to work at another Center.

Combining Classes Initial: _____

When your class attendance is low at the end of the day, it is your responsibility to let the front office know how many kids you have, especially if you can make one group. Never combine classes without the Site Director's knowledge. Whenever given kids from another class, you MUST ask for the list of children and add them to your list. Always count to make sure you were given the children on the list. Daily notes and Incident Reports must be provided to the staff taking your children.

Initial New Hire Requirements/Annual Training Initial: _____

Before the first day of work, you must obtain a negative TB test or chest x-ray, pass a drug test, and obtain a Washoe County Work Permit Card. TB and drug tests are paid by the Boys & Girls Club.

Within 90 days of hire, you must complete the following trainings. All trainings must be approved through the Nevada Registry. If you have previously taken these training classes, you must have completed those courses within the past 24 months. Please go to the Training Calendar at www.nevadaregistry.org for class information.

- CPR
- First Aid
- Sudden Infant Death Syndrome
- Child Abuse & Neglect
- Communicable Disease
- Wellness - Obesity/Nutrition/Physical Activity
- Shaken Baby Syndrome
- Transportation Safety
- Building/Physical Premises Safety
- Emergency Preparedness
- Medication Administration
- Child Development/Guidance/Discipline (3 hrs)
- Nevada Registry Member
- Staff must annual complete an additional 24 hours of training

ELC provides the 24 hours of annual training at no cost. These mandatory trainings will be scheduled on the calendar. If you are unable to attend the scheduled training, you must complete a Request for Time-off, both in person and through Paycom. If approval is granted to miss the training, it is the employees' responsibility to complete a training comparable to the one offered by ELC. Pre-approval by the ELC Program Administrator is required. Any costs associated with a make-up training will be at the employees' expense. Any make-up trainings must be completed prior to the scheduled training by ELC. If the make-up training is not completed before ELC's scheduled training, you will be suspended without pay for that day. If the class is not completed within the 24 hours, we will assume you have given your Notice of Resignation.

You are responsible for keeping copies of all of your training certificates, TB test results, and CPR and First Aid cards. We will not provide copies of certificates, TB tests, or CPR/First Aid cards upon resignation or termination.

Monthly Newsletter Initial: _____

Each classroom is responsible for submitting information to be included in the ELC Monthly Newsletter. Teachers can work together to write-up class section, or if there is a Lead Teacher in the classroom, that person is responsible to complete this task. Please only include curriculum-related information and not daily reminders. Please send newsletter information to:

- ELC 1: elc1director@bgctm.org

- ELC 2: elc2director@bgctm.org
- ELC 3: elc3director@bgctm.org
- ELC 4: elc4director@bgctm.org

You can add the following items to your class section:

- New students or students leaving.
- Brief wrap-up from the past month.
 - Thank you to parents, community volunteers, or anyone else who played a major part in your classroom that month.
 - Highlight main activity/theme/holiday.
 - Use different transitions, such as “*Goodbye May, Hello June.*”
- Information for new month that is the most important.
 - Use juicy words in your descriptions.
 - Upcoming activities: books, science, sensory, art, social/emotional development.
 - Upcoming events: holidays, class parties, etc.

Discipline Initial: _____

ELC has a Positive Discipline Policy. While punishment is meant to control a child’s behavior, discipline is meant to develop a child’s behavior, especially in matters of conduct. Please view Conscious Discipline at <https://consciousdiscipline.com/> for tips and guides to help with positive discipline. You can also visit the Nevada TACSEI Pyramid Model at <http://nvtacsei.com/> for more help with social and emotional development. Washoe County Childcare regulations list the following as prohibited punishments.

- Inflict physical punishment, in any manner or form, including but not limited to, shaking any childing.
- Verbally abusing or threatening a child.
- Making derogatory remarks about the child or his family.
- Threatening a child with the loss of love of any person.
- Threatening a child with punishment by a deity.
- Subjecting a child to any form of punishment which pertains to food, rest, or restricts the use of toilet or other bathroom fixture.
- Subjecting a child to any form of punishment by other children.
- Physically restraining a child by means of an implement or device.

At ELC we encourage you to seek help from management as soon as a situation becomes too much for you to handle. If you feel a child’s behavior is impeding the learning of the other children in the classroom, please bring this to the attention of the Site Director. A Behavior Report Form or Log may need to be completed to help us assist the child and family. Once you feel you have done everything you can to help a child with his/her behavior, you may request help from the Education Coordinator. Complete the Request for Classroom Observation/Training Form and submit it to the ELC Education Coordinator mailbox at your Center.

Children’s Roster/Attendance Sheets Initial: _____

Weekly roster/attendance sheets will be provided for each class. Each Friday, at the end of the day, the roster/attendance sheets need to be turned into the front office.

The following marks will be used on the sheets for designation of child’s arrival and departure:

- \ - Arrival to ELC
- / - Departure from ELC
- A - Absent (do not mark a child absent until the end of the day)

Daily Meal Count Sheets Initials: _____

ELC is on the CACFP Federal Food Program. We are required to complete Daily Meal Count Sheets. The following guidelines need to be followed:

- The first person to feed breakfast to the class is responsible for starting the Form each day.
- One Form per classroom daily. Multiple classes in the same classroom will only complete one Form.
- During each Time of Service (meal), the person serving the meal must count and tally the number of kids who ate meals during that time period.
- The last person to feed the children at any meal must total up the number of children who ate for the entire class.
- Staff MUST eat with the children, and must be counted in the meal count total. No outside food may be brought into the classroom at any time.
- The Daily Meal Count Sheet must be signed and turned in by the Lead Teacher daily.
- Please see your Site Director to find out where your Center's drop box is located.

Breakfast/Lunch/Snack Initials: _____

The following guidelines apply for breakfast, lunch, snack, and holiday parties:

- Prepare soapy water and rags in advance for spills, adding two tablespoons of bleach. Encourage children to help with any clean up and spills. However, children may not be forced to clean up spills.
- Children must wash their hands with soap before sitting down to eat. They need to remain seated until finished eating. If reminders to stay seated are necessary, please use positive statements.
- Mealtime should be pleasant, quiet, and relaxing. Teachers must sit with the children and make appropriate comments about the nutritious foods being served.
- Stay attentive to children's needs at all times. Monitor children for difficulty eating or choking.
- Only open containers/wrappers after a child has been encouraged to open it him/herself.
- Encourage children to eat, but do not force them to eat. A child's natural hunger should suffice.
- Teach good table manners. Use napkins and say "please" when asking to pass food. If a child begins playing with their food, encourage him/her to finish eating, or help the child clean up their meal.
- Food is served family style for children two years and older. This means children must serve themselves, and be encouraged to place all food items on their plates. For classrooms with children under two years old, teachers must place all foods on the plate before placing the plate on the table or highchair.
- Whenever possible, touch base with parents to let them know how their child is eating, especially if there is a change in eating patterns.
- Children need to wash hands and faces immediately after eating.

No Outside Food/Drink in the Classroom Initial: _____

Our food program demands very strict requirements for what food is in the classrooms. We can be fined up to \$5,000 just for having other food in the classroom.

The only food allowed in the classroom is what is being served for breakfast, lunch, or snack. Meals must also comply with scheduled meal times. Teachers are required to eat meals with the children sitting at the table.

An exception to this is for class parties when parents bring in outside food. The outside food may be served along with the CACFP approved meal/snack.

If an employee has his/her own food/drink, it must be consumed outside of the class during a break or before/after shift.

Please let your Site Director know if you have any issues with parents bringing in food.

Handwashing Initial: _____

Handwashing procedures:

- Wet hands with warm running water and apply soap.
- Rub hands together with soap vigorously for 20 seconds.
- Rinse hands well under warm running water.
- Dry hands using a single-use paper towel or air dryer.
- Use paper towel to turn off water.

Hand sanitizers shall not be used as a replacement for thorough handwashing under warm running water.

Teachers must wash their hands under any of the following conditions:

- Any time your hands come into contact with blood, mucus, vomit, feces, or urine.
- Before preparing or handling food.
- Before engaging in any activity related to serving food, including, without limitation, setting the table.
- Before and after eating a meal or snack.
- After using the toilet, helping a child use the toilet, changing a diaper with or without gloves, or assisting a child with handwashing.
- After attending to an ill child.
- After handling an animal.
- After handling garbage or cleaning a container used to store garbage.
- After cleaning contaminated or soiled surfaces.
- Any time hands become visibly soiled.

Children in the center must wash their hands under any of the following conditions:

- Any time that their hands come into contact with blood, mucus, vomit, feces or urine or garbage.
- Before handling food.
- Before and after eating a meal or snack.
- After outdoor play.
- After handling an animal.
- After the diaper or underwear of the child is changed.
- After playing in water.
- After playing in a sandbox.
- Any time hands become visibly soiled.

Teachers shall monitor and assist children who are developmentally able to wash their hands to ensure the children follow the above handwashing procedures.

Teachers shall wash the hands of infants who are unable to wash their own hands under running water.

For infants who are too heavy to hold safely at the handwashing sink, the following must be used:

- Thoroughly wipe the child's hands with a disposable wipe; or
- Thoroughly wipe the child's hands with a damp single-use towel, moistened with

- liquid soap.
- Then wipe the child's hands with a damp single-use towel until the child's hand is free of soap.
- Use a dry paper towel to dry the child's hands.

Table Washing/Bleaching of Toys Initial: _____

The 3-step process must be followed when washing off tables and changing tables:

- Wash the table with soap and water and remove all visible soil.
- Rinse the table off with water to remove all soap residue.
- Spray bleach water on the table and allow to air dry. If needed bleach may be wiped off after two minutes.

The 3-step process must be followed when cleaning/bleaching toys:

- Submerge toys in soap and water solution.
- Rinse toys with water.
- Submerge toys in bleach and water solution for five minutes. Remove toys from bleach solution and let air dry.

Diapering Initial: _____

According to Washoe County Childcare Licensing, children must be changed at least every two hours. Even if their diaper is dry, proper diapering procedures must be followed and a new diaper must be put on the child.

If a child has a BM, they must be changed immediately. If the teacher is unable to change the child, a "Code Purple" must be called to get assistance.

Any child in a diapering class must have a current Daily Diaper Log posted with their name on it. The log must show that the child was changed when he/she arrived, and at least every two hours after.

Children must also get a diaper change upon arriving at school and before going home. Always offer to change the child, even if they are dry.

Diapering procedures:

- Wash Hands: Staff must wash hands according to the handwashing procedures.
- Be Prepared: Have all supplies for diaper changing ready. Gloves, clean diaper, wipes, plastic bag for soiled clothes, change of clothes, and creams or ointments if needed.
- Start Diapering: Place child on the changing table and remove clothing to access diaper, placing any soiled clothes into a plastic bag.
- Cleaning Child: Use wipes to clean child's bottom front to back, one wipe per swipe then throw away. The diaper can remain open under the child at this time.
- Throw Away: Throw away the dirty diaper and remove gloves at this time by sliding the glove off the hand and over the folded diaper.
- Wipe Hands: Use a wipe to remove soil from your hands and throw away. Use another wipe on the child's hands and throw away. Apply creams and ointments, if necessary.
- Get Dressed: Put on a clean diaper and redress the child.
- Handwashing: Wash the child's hands and your hands according to the handwashing procedures. Return the child to the play area.
- Cleaning & Disinfecting: Clean diapering surface using the 3-step process.
- Document: Document the diaper change on the child's Daily Sheet.

Soiled Clothing Initial: _____

Children who are toilet trained often have accidents for a number of reasons. If a child in your class has an accident use the following as a guide:

- Get extra clothing out of the child's cubby or backpack. If they do not have any extra clothing, use the extra clothing provided by ELC. Extra clothing is usually available in classroom bathrooms; however, each site may vary.
- Notify administration if the child has not extra clothing available.
- Ensure that the child is monitored while they are changing. If you are unable to monitor the child, you must call the front office for additional assistance.
- Once the child has changed their clothing, all soiled clothes must be placed in a plastic bag and labeled with the child's name, date, and soiled or wet.
- Soiled clothing must be given to the parents at the end of the day. Each site has a designated location for soiled clothing.
- Have the child wash their hands according to the Handwashing Procedures and place a sticker on them that says "check my laundry".

Potty Learning Initial: _____

ELC uses a Potty Learning Policy the parent and teacher must sign (review attached policy). We encourage all children to start potty training by 2 ½ years old. In order for children to move to the next classroom with their peers, the child must be fully potty trained by August. To prepare for this, please have children start dressing and undressing themselves as soon as they are able to do, usually around 18-24 months.

Medication Administration/Allergies Initial: _____

Medication is only administered by designated ELC staff. Do not accept any medications from parents. Please refer all parents to the front office for medication drop-off and pickup.

Classrooms that have children with food allergies will have an allergy information sheet provided by ELC management, which must be posted in clear site in the class.

Nap Time Initial: _____

All children at ELC for more than 5 hours per day must take a nap:

- Each child has his/her own cot that has been labeled on both ends with their name.
- Parents provide the child's nap sheet and blanket each Monday, which must be sent home each Friday to be washed. Sheets are to be stored in a black bag labeled with the child's name during the week.
- Pillows and stuffed animals are not allowed during nap. This is to reduce the chances of lice spreading.
- A nap time chart must be placed on the wall indicating the placement of cots. This ensures that children sleep in the same place every day.
- Have children use the restroom prior to nap time. However, if children ask to use the restroom during nap time, they must be allowed to do so.
- Shoes and socks must remain on during nap time. Prior to nap time, check shoes and pant cuffs for sand, and dispose of appropriately.
- Nap time is approximately from 1:00 until 3:00 pm. Children who do not fall asleep after 30 minutes must be given a book or a quiet activity to do on their cot.
- After nap time is over, sheets and blankets must be stored in the labeled black bags. Cots are put away in the designated area. Children are responsible for putting away their own

belongings. Young children are encouraged to put away their own belongings, but may need assistance from the teacher.

- Children are never to be left alone during nap time. Teachers must stay attentive and responsive to the children's needs.

Playground Initial: _____

We consider the playground part of the classroom. Additional procedures must be adhered to keep the children safe while on the playground. We go outside in all weather conditions: sun, rain, snow, and hail.

- Position yourself in the numbered zones on the playground to ensure a broad perspective of the entire play area. Each site's zones are posted on the playground for easy reference. You must remain alert at all times and be able to respond quickly, when necessary.
- Under no circumstance should your back be turned to the children. If you need to address a small group of children or a child one-on-one, make sure you position yourself so you can talk to them and still monitor the play areas.
- Teachers may NOT sit down outside when supervising children, for any reason.
- You may NOT ride bikes or scooters, as this does not allow for you to appropriately watch the children.
- When lining up, you are to walk around the playground singing or playing a game while you collect all the kids in your group. Using a shape rope for younger children. Never send children to go line-up, or call them to go line-up. This leaves children in a line unsupervised.
- You must call for an extra staff if a child needs to be changed or use the bathroom.
- You may NOT be on the playground if it is not your scheduled time without your Site Director's approval. For safety reasons, it is important that you follow your class schedule.
- When on the playground you should be constantly surveying the area:
 - Make sure if small groups form you go over and check what they are doing
 - Do not allow children to lay down on the playground.
 - Children should not be in areas that cannot be seen fully.
 - Children may not play fight or roughhouse.
- No toys are to be carried onto the climbing apparatus, or into other areas where they might be a danger to the children below them.
- Tricycles stay on the bike path and away from gated areas. Paint marks on the sidewalk may be used as a guideline. Children may need to be reminded to keep their tricycles on the bike path.
- When going outside, the teacher leads the children and always goes first, stopping directly outside the door, counting each child as they go out. Children are not allowed to return to the classroom without teacher supervision.
- Take a head count when children are lining up to go inside before returning to class.
- Tissues, wipes, and a first aid kit are located on the playground. Make sure the child disposes of used items in the trash immediately after use to ensure sanitary conditions on the playground.
- Wading pools must be emptied immediately following use. No water is allowed to remain in an unattended wading pool at any time for any reason.
- Teachers are to ensure that children are properly dressed when playing outside in chilly or cold weather.
- Teachers can assist children with coat zippers, scarves, mittens, hats, etc. Also, encourage children to help each other. Extra mittens, hats, jackets are available to children who need them.
- All playground equipment needs to be cleaned and put away before returning to class.
- Children and teachers must wash their hands when they come in from the playground.
- Staff may not leave the playground for any reason.
- All staff are to call the front office for bathroom breaks, incident or behavior reports, injuries, questions, or comments.

- Transitions must be done as a “WHOLE” group. You must count children constantly.
- If you are found on the playground eating, talking to other teachers, or not watching/interacting with children, it will result in an automatic suspension.
- If you must address a child individually, position yourself so you can see the entire area for which you are responsible. Quickly talk to the child and return to the full supervision of your group.
- No sitting on the playground or playground equipment at any time.
- Children must be kept away from doors and fences at all times.

Art Initial: _____

Art should be an exciting time. We want children to be able to explore using art materials:

- Limit models or pattern use to one art activity per week. Encourage children to make it any way they want. It is tempting to draw for children, especially when they ask you to do so, but resist temptation. Allow children to explore and be creative.
- When the activity is over, all materials need to be put back neatly in the art closet.
- Children’s sleeves need to be rolled up (not pushed up) to expose the inside of the child’s sleeve. Children **MUST** wear smocks when painting, using chalk, or any other project that might soil their clothing.
- Large sheets of paper are to be used for all painting and drawing projects. Smaller paper is available for cutting, gluing, etc. Help children use scissors when cutting paper, closely monitoring them while cutting.
- Carefully print the child’s name and date in the **upper left corner** of the child’s work. Encourage older children to write their own name.
- Model and teach skills related to process (show children how to clean excess paint off brushes to lesson drips, how to roll clay under the palm of the hand, etc.).
- Have children wash brushes, glue caps, glue bottles, and paint cups with soap and water at the end of each project. All materials should be cleaned and stored for the next use.
- Ask children if you can hang the art work or if they would like to take it home. Work that is displayed needs to be in the room at the child’s eye level.
- All soiled smocks and clothes need to be placed in the washing machine.
- All items on the art shelf need to be open for children to use during Center time. Playdough and paint must be available every day.

Bulletin Boards Initial: _____

- Have all new materials that will be used to replace bulletin board items **BEFORE** you remove the old board. Never leave Boards empty.
- Use large roll paper free from rips, wrinkles, and holes for the back ground.
- Letters must be dye cut, circuit cut, or typed and printed out.
- No handwritten signs or letters.
- Ensure your letters and signs are professionally placed on the board (straight, centered, etc.).
- Use as few staples as possible.
- All boards must have boarder on all four sides.
- If using tape, always place it so it does not show.
- 60% of your board should include **CHILD ART**.
- Add blurbs about what children learned during the process, and/or site ASQ/Pre-K standard/Brigance on the bulletin board as often as possible.
- All children’s art must have their name & date written on the front.

Parent Board Initial: _____

- Must include- calendar, menu, newsletter, teacher profile, class daily schedule, theme letter number, and other skills your class is working on that month. All need to be laminated.
- Add pictures of the student doing activities to catch parent's eyes.
- This board should be changed out monthly to keep it looking clean and professional.
- Check with Site Director for help with parent board set up.

Daily News Initial: _____

Daily News keeps the parents informed about what is going on in the classroom. Teachers are encouraged to ask children about their day and what they found most memorable. Children in the Rattlesnakes and Mustangs classes can share what they did during the day, and you can add that on the Daily News form. In the Tumbleweeds, Bluebirds, and Wolves classes, you can write down things you observed throughout the day that the children were doing and learning.

- Daily News can be done during afternoon circle time, snack, or any class gathering.
- Please use chart paper to display your Daily News.

Sunscreen Initial: _____

Each child must wear sunscreen when going outside in warm weather. If you have any questions about weather, please ask your Site Director. Teachers must check the Allergy and Consent Forms to ensure children can use the sunscreen we provide. If they are not approved for that child, a parent must supply their own sunscreen.

- It is the teacher's responsibility to inform their Site Director when low on supplies.

Curriculum Initial: _____

At ELC, we believe all great preschools have play at the center of learning. Our curriculum is designed to meet the individual needs of all children. Our curriculum focuses on investigation, curiosity, discovery by play, and social interaction. ELC curriculum has two parts: (1) Weekly Curriculum sheet, and (2) a Weekly Standard Goals:

- Teachers are responsible to creating and providing curriculum every Thursday.
- Teachers are required to attend curriculum training assigned by their Site Director.
- Teachers are required to site the Pre-K standards on their Standard Goals.
- Teachers are required to follow their curriculum daily.

Staff as a Parent Initial: _____

If you have a child(ren) attending the school, you must first drop off your child, then clock in, and clock out before picking up your child. Like other parents, you must take time to speak with your child's teacher during drop-off about their morning and ensure the teacher knows you are there.

If you are in the same classroom or outside with your child, you must direct your child to their teacher for all their needs. Allow child's teacher to guide through incidents, behavior issues, water, and bathroom requests.

Allow your child to interact in the classroom on their own without disruption (i.e., not calling them out of an activity to say hello or ask a question). All questions and concerns are to be reported or discussed after work.

Concerns regarding daily interactions are to be done respectfully, as would be expected by any other parent. Any other concerns can be discussed with the Site Director. You must follow all Policies and Procedure as any other parent.

If your child leaving and/or returning to class causes disruption of any sort, your child may not leave on breaks. Children of staff receiving free child care may only attend for free when you are working. If care is needed on days off, there are fees that will be applied.

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