

Welcome and Purpose

You should be proud of your role at Grace Hills Early Learning Center (“GHELC” or “the Center”) and we depend upon you to enhance the reputation of our center as an outstanding environment for young children. As a member of our staff, you are expected to conduct yourself in a professional manner at all times.

The handbook is not intended to be a complete statement of all GHELC policies. From time to time, circumstances might require the Council to modify or revise these policies. Policies may be communicated to you orally or through other written notices. The Director is responsible for using her discretion in dealing with personnel matters.

These personnel policies are an important element in the relationship between the Center and individual members of the staff. These policies affect every employee and apply to all employees. GHELC recognizes the value of every individual as an employee and wishes to retain people who are knowledgeable, willing to increase their knowledge and willing to work with professionalism. It is even more important, however, that staff members are genuinely concerned with the welfare of the children enrolled at the Center, with their parents, and the reputations of GHELC as a quality institution.

This handbook is not an express or implied employment contract. Virginia is an “employment at will” state and employees of GHELC do not have a contract of employment. Because employment with GHELC is based upon mutual consent, the right of the employee or the employer to terminate the employment relationship “at will” is recognized and affirmed. The policies in this handbook do not confer any vested rights on an employee or any right to continued employment.

Every employee is responsible for reading, understanding, and complying with the provisions that are outlined in this Handbook. In addition to this Handbook, all employees must become familiar with procedures in the individual classrooms.

Termination may result from a breach of any written policy including any impropriety with staff, parents, child, and/or failing to perform duties as agreed. Immediate termination may be possible if a major policy has been violated. A two weeks written notice may be given to the employee.

Amendment

The Council may amend these policies at any time. Each amendment must carry the date of acceptance and follow the Grace Hills Baptist Church’s procedures for change in policy (one month presentation before actual vote).

History of Grace Hills Early Learning Center

A long term goal of Grace Hills Baptist Church was to establish a quality child care facility in Appomattox County. In August 2007 Grace Hills Early Learning Center opened its doors, in Grace Hills Baptist Church, to the families and children of the Appomattox community. Bill and Ellen Jamerson made a generous donation of \$100,000.00 and we were able to move into our brand new facility, adjacent to the church, on August 4, 2008. With twenty-three (23) children on our enrollment and eight (8) new staff members, we started a new chapter for GHELCL.

Mission Statement

The purpose of the Grace Hills Early Learning Center is to assist in accomplishing the mission and purpose of Grace Hills Baptist Church. Desired outcomes for extending this faith based ministry are providing care, education, Christian spiritual and moral development and family ministry for each child enrolled.

Philosophy of Education and Early Learning

The philosophy of GHELCL is to provide a rich environment for the child as well as to observe the child and assist the child in his/her environment. This is developmental appropriate learning, which is a very active approach to learning. We know each child grows and matures through phases developing spiritually, physically, socially, emotionally, and academically. Our goal is to produce learners who love learning and have great self-concepts as well as ability to accept responsibility. Observing, interpreting and planning are the building blocks for developmentally appropriate learning.

General Provisions for Classes and Ages

GHELCL will provide classes for Infants (6 weeks to 16 months), Toddlers (17 months to 35 months), 3, 4 and 5 year olds.

We also provide a Before/After School Program for school age children five (5) years old to ten (10) years old. An Appomattox County School bus picks up these children in the morning before school (7:40 A.M.) and delivers them back to GHELCL at the end of the school day (4 P.M.). A staff member walks the children to the bus in the morning and meets the bus at the end of the day at the entrance to Grace Hills Baptist Church parking lot. School age children cannot attend when they are sick, not feeling well, or have a temperature of 100 degrees or higher. If they have missed school due to an illness, they cannot attend Before/After School Care Program. All major policies of GHELCL apply to the Before/After School Program.

We now have over seventy (70) children and seventeen (17) employees in our child care center. This Center is capable of housing 100 children. We have eight (8) classrooms that make up the Infant/Toddler and Preschool Halls. Our facility is brightly colored and very appealing for young children. Each classroom is a different, bright, and cheery color. All rooms are equipped with age appropriate toys and furnishings. We also have a large outdoor fenced playground for Preschoolers and

a smaller outdoor fenced playground for Toddlers. Grace Hills Baptist Church also allows GHELK children the opportunity to use the large indoor Family Life Center.

Outdoor Play

Daily outside physical play and activities are highly encouraged. During extreme weather situations, the classroom teacher will determine the degree and length of time for outside play and activities. This may be the time that the GHBC Family Life Center will be used. Teachers will actively supervise children when they are playing outside. The teachers are to stand in positions where they can view as many of the children as possible. Staff members should move continually to scan the play area when children are at play.

GENERAL INFORMATION

Physical Facilities

Grace Hills Early Learning Center is located at 4320 Pumping Station Road in Appomattox, Va. The mailing address is P.O. Box 807, Appomattox, Va. 24522. The phone number is 434-352-2273 and the fax number is 434-352-4422.

Non-Discrimination Policy

Grace Hills Early Learning Center is operated as a part of Grace Hills Baptist Church's Christian Educational Program and is under the supervision of the Grace Hills Early Learning Center Council. GHELK does not discriminate on the basis of race, gender, disability, or religion, and complies with the American Disabilities Act.

Sexual Harassment

Sexual harassment in the workplace is not tolerated. Sexual harassment is a form of sex discrimination. The legal definition of sexual harassment is "unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment."

Public Liability Insurance

Grace Hills Early Learning Center is covered by public liability insurance. A copy of the policy is available for public viewing. It is located in the Director's office.

Budget

The Grace Hills Early Learning Center shall be self-supporting, operating on receipts from registration and tuition.

Record Keeping:

The Grace Hills Early Learning Center Council shall handle all finances. The bookkeeper shall be responsible for keeping all books and records of GHELIC and receive and disperse all monies for bills, payroll, and taxes.

The bookkeeper shall make a report on finances at monthly council meetings as well as end-of-year reports of the Center.

The Director and Bookkeeper work together in providing pertinent financial information.

Crisis Management Plan

Grace Hills Early Learning Center has a comprehensive plan to provide the faculty with procedures if a crisis situation arises. The plan is annually reviewed and updated. School personnel receive in-service training concerning use of these procedures. This plan will be filed in each classroom with appropriate documents (class roll, emergency contacts for children, and emergency phone numbers, etc.) The teacher will pick up this notebook and utilize throughout the emergency. The Director and/or her designee will provide instructions and disseminate information.

Hours of Operation

Grace Hills Early Learning Center hours of operation are 7:00 AM to 6:00 PM Monday through Friday. GHELIC will be closed on the following holidays: New Year's Day, Martin Luther King's Day, Easter (1 day), Memorial Day, Independence Day, Labor Day, Thanksgiving and day after Thanksgiving, Christmas Eve, Christmas Day and day after (depending on the way it falls) .

Ratio of Staff to Children

GHELIC follows the guidelines mandated by the State of Virginia for ratio of staff to children. It is as follows: 0-15 months (1:4), 16-23 months (1:4), 2 (1:8), 3- 4 yrs. (1:10), school age (1:18). A mixed age group ratio is the youngest child in the group.

The Grace Hills Early Learning Center Council

The Grace Hills Early Learning Center Council is the governing body of the Grace Hills Early Learning Center. A total of nine (9) members will form the Council. A chairperson will be elected from the Council to serve as chairperson. Members of the Council will be nominated and approved annually by the church for a maximum three-year term membership

The Council will include at least two at-large members of Grace Hills Baptist Church (preferably someone who has had experience or a strong interest in the field of education), the Pastor and/or designee, Director of GHELIC, Bookkeeper of GHELIC, one additional staff member of GHELIC to serve as teacher liaison, Treasurer, Stewardship Committee Chair-person, one representative from the Nursery

Committee or Preschool Sunday School teachers and one parent who is not a member of the Grace Hills Baptist Church.

The bookkeeper of GHELCC will provide a monthly financial report to the Council.

Meetings will be held monthly on the second Tuesday. The Director will not serve as chairperson. Minutes will be taken and kept on file in the office of GHELCC.

PERSONNEL

Employee personnel files are maintained on each employee. Contents may include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring. Personnel records are maintained on a current basis. Please notify the office immediately of any change of name, address, telephone number, marital, dependent or tax status. Personnel records are kept highly confidential, and are not available to anyone outside of the Center unless you have authorized the release, or release is to an authorized governmental agency, or is required by law.

It is the employee's responsibility to ensure that training hours/certificates are given to the Director. The Director will review files periodically to ensure that required documentation is present. Deficiencies will be noted and communicated to the employee. The employee is then required to remediate the deficiencies in a timely manner.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, including termination.

Employee Orientations

All new hires are expected to complete an orientation at the Center before taking over job responsibilities. Orientations shall include information about the Center's history, and mission, regulations, Center policies and practices, and other pertinent information. All new hires are given a copy of the most current Policy Handbook soon after an individual is hired.

All new hires are subject to a 90-day introductory period.

Criminal Background Checks and Drug Testing

All new hires are required to undergo a criminal background check and drug test. The drug test must be completed within one week of hire. Failure to submit to the drug test within required time frame will result in suspension or termination. Random drug testing may be done during employment and failure to report for a test will result in immediate termination.

Job Descriptions-Classroom Staff Members

Personal Qualifications:

- Understands basic principles of child development
- Establish a positive supportive relationship with children
- Skilled in preparing learning materials for children's use
- Consistent in word and action
- Communicates effectively
- Demonstrates high degree of personal integrity
- Demonstrates reliability and dependability
- Relates joyfully and sensitively to children
- Evidences emotional maturity and stability
- Evidences sufficient security and judgment to handle crisis situation
- Demonstrates physical stamina including the ability to lift a child and hold a child
- Interacts positively with other classroom staff

Key Duties and Responsibilities:

- Interacts with the children and initiates and encourages their involvement in activities
- Supervises children during meals, clean up times, rest times, and other activities and transitions
- Helps to prepare a warm safe environment that is orderly, clean and appealing, and permits the child to explore and discover
- Assists in daily maintenance of assigned room or area
- Helps supervise outdoor play
- Provides input into the program and makes suggestions for classroom improvement and organization
- Passes on information and observations of individual children to classroom teachers discreetly
- Models appropriate practices for children
- Uses appropriate and positive discipline consistent with GHELC policies

- Attends all staff meetings
- Shares in food preparation and serving when necessary
- Accepts other duties that are assigned
- Carries out all duties and tasks in a responsible, dependable manner

PLEASE NOTE:

The task of the classroom staff in daycare is unique and demanding. The working relationships are designed to be very close. It is expected that the classroom staff will communicate and interact in a collaborative and professional manner. It is essential that there be a high degree of positive cooperation. This means that staff must state differences openly and clearly and must look within themselves as well as others when difficulties arise.

Age-Appropriate Planning

Each classroom teacher will design daily plans so that they are easily implemented by adults interacting with the children. Age-appropriate planning will occur at least once a week during naptime.

Discipline

GHELC must serve the needs of all of its children. In order for this to happen, it is necessary to have rules for safety and to provide an atmosphere conducive to learning. Teaching discipline is the primary responsibility of parents. However, it is essential that parents work closely with GHELC staff. Our goal is for the children to maintain mutual respect for each other and to develop self-control.

Repeated violation of the following rules will result in immediate dismissal of a child from GHELC:

1. There will be no hitting or fighting.
2. Rudeness and disobedience to adults and children is not acceptable.
3. Children cannot destroy another child's property.
4. Children are not to bring anything to school resembling a weapon.
5. Children are to walk inside the building.
6. No pushing or scuffling is permitted.
7. No gum is permitted on GHELC property.
8. Children are expected to care for books, equipment, toys, etc. that belong to GHELC.
9. Children are to pick up after themselves in the classroom.

10. Children are expected to keep the bathroom clean and use proper waste receptacles.

11. Children are to use the playground equipment only for the purpose it was designed.

Discipline is handled by the classroom teacher, using a reprimand, reminder or “time out”. Continuous misbehavior is documented in a note to the parent. Serious misconduct will be shared with the Director. The Director may conference with the child or with the child and the parent. If a meeting between the Director and the parent is necessary, a plan of improvement will be developed. If an undesired behavior continues, the parent must pick up the child. The other children in the class have the right to learn without constant disruption.

Biting Policy

It is crucial to accept that biting will occur with toddlers and two (2) year olds. When a child bites in the classroom, the child’s Teacher and Director will make a behavior modification plan for the child. The child biting will be “shadowed” by staff members. “Shadowing” means that a staff member will be within two (2) feet of the child at all times until the biting has ceased. If “shadowing” is not effective, a conference with the parent, Teacher, and Director will be necessary to determine a proactive approach to the biting. Educational information on biting will be distributed to all parents in the classroom. All attempts will be made to correct a pattern in the biting. Changes in the classroom, environment, activities, etc. may be made to change the undesired behavior.

Communications

Good communications with students, parents, and community are a must. Parent partnership is nurtured so the children have consistency between home and GHELC. Written communications must be pre-approved by the Director. Employees shall handle matters of confidential nature professionally and in **strictest confidence**. Any breach of this policy will result in immediate termination. The GHELC holds this policy as the highest tenet for the welfare of the child and the parents, their rights of privacy, and the reputation of GHELC.

Accident/Injury Reports Involving Children

Employees are required to complete accident/injury reports for every incident involving children at the time of the accident/injury. Reports must be documented in the classroom book and a copy given to the parents. They must be reviewed and signed by the Director or Bookkeeper. These documents will become part of the child’s permanent record.

Parents may need to be informed immediately as to the extent of the injury. Many parents request a courtesy call every time their child is involved in an incident regardless how minor it appears to be. Any accident/incident that requires immediate notification of the parent and/or 911 treatments will be reported at once to the Director so she can help with the process. A staff member familiar with the

child will travel to the hospital with the child and the child's emergency information until the child can personally be turned over to the parent.

Employment of Relatives

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, if it would:

Create a direct supervisor/subordinate relationship with a family member

Have the potential for creating an adverse impact on work performance, or

Create either an actual conflict of interest or the appearance of a conflict of interest

This policy may also be considered when hiring, assigning, or promoting an employee.

For purposes of this policy, your immediate family includes: Mother, Father, Husband, Wife, Son, Daughter, Sister, Brother, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law, Stepchild, Stepparent, or Grandparent. This policy also applies to close personal relatives such as Uncle, Aunt, First Cousin, Nephew, Niece or Half -Sibling.

Employee Children

If you are employed at Grace Hills Early Learning Center, your child may not be enrolled in our program.

Pay Periods

Employee pay periods will be on a bi-weekly basis. When an employee starts their employment with the center, they will not receive a pay check until the next bi-weekly pay period. Pay days are always on Friday, unless it is a holiday. Pay checks will be handed out on Friday morning.

Overtime

All overtime must be approved by the Director or Bookkeeper in advance.

Employee Physicals

GHELC encourages staff members to receive regular, ongoing health appraisals as recommended by their health care provider or as mandated by federal, state or local laws. ALL GHELC employees **must receive an annual flu shot and provide documentation to the Director.**

PAID TIME OFF POLICY

For all fulltime (40 hours per week) employees, we have a Paid Time-Off Policy (PTO) once you have been employed for one full year. Every month that you work without any disciplinary actions or

excessive time off after one year, you will earn time-off hours. All hours except those earned in December need to be used by December 31, and December hours by January 31. The PTO is as follows:

- Persons employed from 1 up to 3 years will earn 4 hours per month beginning with your 1 year employment anniversary
- Persons employed from 3 years up to 6 years will earn 5 hours per month beginning with your 3 year employment anniversary
- Persons employed more than 6 years will earn 6 hours per month beginning with your 6 year anniversary

Grace Hills Early Learning Center reserves the right to refuse to pay an employee any PTO earned if the employee is terminated for violating any major policy or standard. This policy change is effective 11/17/2016.

Time Off Requests

Requests are to be submitted in writing 2 weeks prior to the needed time and given to the Director. A doctor's note is to be provided for all illnesses or appointments on your return to work. This policy change is effective 9/21/17.

HOLIDAY PAY

After 30 days of employment, full-time employees will receive eight hours of holiday pay for holidays that Grace Hills Early Learning Center observes. Part-time employees will receive up to four hours of holiday pay based on their work schedule. This policy change is effective 11/17/2016.

INCLEMENT WEATHER

Grace Hills Early Learning Center will make every effort to keep the Center open. However, the safety of our children, parents and staff must always be the primary consideration. There will be no adjustments to charges for missed days.

Closing information may be obtained from the following media source: Television: WSET-13 or over the internet - [www.wset.com/closing/late openings](http://www.wset.com/closing/late%20openings).

You may also contact the director or bookkeeper.

After 30 days of employment, full-time employees will receive eight hours of pay if the Early Learning Center is closed due to inclement weather or other unforeseen circumstances. Part-time employees will be compensated up to four hours of pay according to their work schedule for that day. This policy change is effective 11/17/2016.

Maternity Leave

Because we are a religious exempt company and employ less than 50 employees, we are not obligated to hold a position. When you wish to return from your maternity leave and there is a position, you will be considered.

Bereavement Leave

Consideration is given for personal needs that arise from the death of an **immediate** family member. An employee will be allowed three days of unpaid leave. Immediate family is understood to include father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or any relative who resides with the employee.

Attendance

GHELC uses a computer automated system for employees to check in and out each day. All employees are expected to be reliable and punctual in reporting for work. This means being in the classroom, ready to work, at your starting time each day. Absenteeism and tardiness places a burden on other employees and on GHELC. Should undue tardiness or absenteeism become apparent, disciplinary action up to and including discharge may be required.

- Employees will not be compensated if they clock in before their work shift begins.
- Employees receive one hour for lunch. Employees are expected to clock out and clock back in correctly. If this becomes a problem, disciplinary action up to and including termination may be required.
- Employees who desire to leave before their shift (if conditions in the classroom allow such early departure) must have permission from the Director or Bookkeeper.

The Director handles all staff scheduling for GHELC.

When you are unable to work owing to illness or an accident, please promptly notify the Director. In the event the Director is not available, you must speak with the Bookkeeper. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence.

To facilitate scheduling, call the night before if feeling ill, NO LATER THAN 10:00 pm. If you become ill in the morning before work, CALL 5:30 – 6:30 A.M the same day. DO NOT WAIT UNTIL ARRIVING AT WORK TO SAY YOU NEED TO LEAVE.

If you do not report for work and GHELC is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

In the event of inclement weather, we may remain open for business during regularly scheduled working hours. You are expected to report for work in inclement weather if it is at all possible to do so safely. In the event we close due to inclement weather, you will be notified.

Cell Phones/Internet/Facebook/Twitter

Cell phones are not allowed in the building. Your job during your 8 hour shift is to engage with the children and watch them with both eyes. If there is a personal emergency or other reason for you to have your cell phone on and in the building, it must be cleared through the Director or Bookkeeper.

Information that pertains to our center, such as employees, children, and management are in no way appropriate to discuss with members of the community, family, or any other persons that are not an employee of GHELC. Personal information will not and cannot be shared freely. If such information is shared through word of mouth or over the internet, facebook or twitter accounts, immediate termination will occur.

Also be aware that your language on facebook is a reflection of your character and inappropriate language use will be grounds for termination.

Camera/Telephone/Computer

There are cameras located in every classroom and also in the halls and on the playgrounds. There are telephones located in every classroom but they are not wired to an outside line other than 911. These telephones will only be used for contact from the office or parent communication throughout the day. The telephones in the kitchen and foyer may be used for personal phone calls.

Computers in the office may not be used by staff unless approved by Director or Bookkeeper.

Equipment Use

The staff of GHELC is expected to respect the equipment that the center provides. If a staff member destroys property of GHELC, they will be asked to replace the item or the monetary value will be taken out of their paychecks.

Employees should encourage children to respect GHELC property. Any damaged property should be reported to the front office immediately.

Dress Code

Your pride in both yourself and as a representative of GHELC is reflected in your appearance and image you create. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our families and visitors. Therefore, while performing duties for GHELC, employees will be expected to dress in appropriate clothes for the work place and to behave in a professional manner at all times to best represent our Center. An employee dressing inappropriately will be sent home to make a wardrobe change. Pay will be docked for time away from the job site.

Dress Guidelines:

- Due to the nature of our work with young children, the employees at GHELC will follow a relaxed, comfortable attire dress policy.
- At all times employees should make certain that their appearance is well groomed and clean and that clothing is appropriate, neat, clean and well fitting. Clothing with graphics of an inappropriate nature will be not tolerated.
- No cleavage is to be visible at any time.
- Jeans may be worn, **but with no holes.**
- Employees are encouraged to wear footwear that is safe to both the employee and the children. **FLIP FLOPS ARE DISCOURAGED.**
- Employees should be aware of jewelry having sharp ends as this may unintentionally harm a child.
- Due to infection control precautions and safety concerns, employees are encouraged to maintain short fingernails.
- A tattoo is to be covered at all times. Visible body piercings are **NOT** acceptable and no excessive earring piercings are acceptable.

Smoke-free Workplace

All facilities and grounds of Grace Hills Baptist Church and Grace Hills Early Learning Center are Smoke Free Environments. **Smoking is prohibited everywhere on Grace Hills Baptist Church property INCLUDING THE PARKING LOT.** If you smoke, you must be aware of the smell that lingers on clothing and in your hair. The smell of smoke may put children and staff members with respiratory disorders at risk.

Employee Accidents – Workers Compensation Insurance

Should an employee of GHELC be injured during work hours, the following steps will be taken:

1. The employee shall notify the Director or Bookkeeper immediately.
2. The employee, Director and Bookkeeper will fill out a Fire Report of Injury form.
3. The employee will be sent to Physicians Treatment in Lynchburg immediately after the report.
4. The employee will be required to have a drug screening.

If the physician has determined that the employee cannot return to work for a specified amount of time, the employee must bring, fax, or email a written notification to the Director immediately after been seen. GHELC will make every concession to have the employee return to work as soon as possible.

Staff Disciplinary Action

Staff disciplinary actions may include, but are not limited to, the following options:

1. A verbal warning by the Director to the employee
2. A written reprimand with copies for the employee and employee's personnel file.
3. Suspension without pay for up to five days.
4. Demotion or reassignment of duties, with a possible reduction in hourly wages due to disciplinary actions.
5. Probation with a written plan and time frame for improvement.
6. Dismissal

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

1. Physical discipline of a child.
2. Absence from work without authorization
3. Acts indicating a lack of good moral character
4. Use of intoxicants while on duty or reporting to work under the influence of intoxicants.
5. Illegal possession or use of drugs.
6. Conviction of any offense or crime
7. Disclosure of confidential information regarding children, parent, or other staff.
8. Falsification or omission of information regarding job qualification or information required on the employment application form.
9. Failure to comply with Child Care Licensing Minimum Standards.
10. Failure to treat children and adults with respect, including harassment of other employees or failure to maintain a pleasant attitude toward other staff members.
11. Repeated occurrence of failure to perform satisfactorily.

Health and Safety

Our building is cleaned daily by an outside cleaning service. After naptime, all mats and cots should be disinfected and sanitized before being put away. Be sure that individual sleeping blankets, pillows, etc. are not touching when they are stored away. They should be placed in a clean plastic bag and placed out of reach of the children. At the end of the day, it is the responsibility of the staff to pick up all toys off the floor, place the chairs up on the tables and empty their trash cans. Tables (including the underneath side), chairs, changing tables, and trash cans should be disinfected and sanitized as needed. On Friday, rugs should be vacuumed and rolled up and the rubber squares picked up so that the cleaning people can mop the entire floor. At least once a month or as needed, the toys should be washed. This includes dress-up clothes, blankets, pocketbooks, hats and any other washable toys.

Health Standards and Policy

Each child must have on file, prior to the start of the school year, a Commonwealth of Virginia School Entrance Health Form completed within twelve (12) months prior to the child's start date. The physician must sign the physical and verification of immunization sections of the form. The Department of Social Services periodically inspects the Center as a part of the State Licensing Standards for children's programs sponsored by religious organizations. As a part of the law, nursery school directors and teachers are to "perform simple **daily** health screenings and **remove** any sick child temporarily from the program. Screenings will be done through general classroom observations.

The Center must be contacted within twenty-four (24) hours if the child or any one in the household contracts or is in contact with a contagious disease. Contagious diseases include measles, chicken pox, mumps, roseola, scarlet fever, and RSV.

Meals

GHELC will provide nutritious meals and snacks for the students. The meals will be served "Family Style".

Naptime "Accessories" and Change of Clothes

Parents are to supply GHELC with an extra set of clothing to be left at school. Clothes should be placed in a ziplock bag clearly labeled with the child's name.

It is the parent's responsibility to supply GHELC with a clean pillow and blanket/sheet. These should be taken home on Friday to be washed over the weekend and returned on Monday. Please do not send an adult size pillow; travel size pillows are acceptable. Children enrolled in the Older Two, Three and Four year old classes need to provide their own mat.

Medications

If a child has medication that should be given one (1) or two (2) times a day, parents are expected to give the medication at home. Parents are asked to please inform the child's teacher that the child had medication before attending GHELC. Staff can then observe any reactions and side effects that may occur from the medicines.

The parent must complete a release form **each time the child is at GHELC and is in need of medication.** **Sunscreen, diaper rash ointment and teething gel forms need only be filled out once a year.** **Prescription medications will need to be filled out each time.**

Tylenol will only be given for pain relief (teething infants/ relief from shots). No medication will be given to reduce fever.

If a child is on medications such as Pedialyte, the child is not well enough to be in childcare. If a child is not well enough to participate in all activities, including outside time, then the child should not attend.

All medicines must be in the original containers with label intact, clearly stating the child's name, the name of the medicine, and dosage amount. **It is the parent's responsibility to bring in an appropriate dispenser with the medications.** All medications are to be kept in the Director's office during the day and sent home daily.

GHELC will practice the "Five Rights of Medication"- the right child, right medicine, right dose, right time, and right method followed by documentation.

If a child has allergies, seizures or a documented medical condition (other than asthma), that requires leaving epi-pens, Benadryl, etc. at GHELC, the parent will provide a doctor's note at least annually. Written parent authorization must be on file at GHELC. If a child has asthma, the parent will be asked to provide a current doctor's note and will be asked to demonstrate the proper use of breathing machines, inhalers, etc.

Fire Drills

GHELC will have monthly fire drills to be in compliance with the State of Virginia. Procedures are posted in each classroom. The designated assembly area will be the west end parking lot. Infant I and II will be wheeled in their evacuation cribs out of the door of the Infant rooms, to the right, and immediate left from the GHELC side door, going towards the west end parking lot. Toddlers and Two year olds, escorted by their teachers, will exit their classrooms to the left, proceed to the GHELC side door, going towards the west end parking lot. Older Twos and Threes, escorted by their teachers, will exit their classrooms, turn left down the hall, and exit the building to the outside through the GHELC side door. They will join the other children in the west end parking lot. Fours, escorted by their teachers, will exit their classroom, turn right, and exit through the GHELC side door and join the other children in the west end parking lot. Children will remain in the parking lot until the Director advises the teachers to move the classroom back inside. Each teacher must take their notebooks outside with them and their cell

phone, if available. All lights must be turned off and doors must be shut to the classrooms. Roll will be taken by the teachers once outside.

Emergencies

There is a phone in every classroom that is connected to the Director's office and to 911. In case of an emergency, the number for the Director's office is 28 and the bookkeeper is 29.

Evacuation Procedures

Once an evacuation has been decided upon, the Director will activate the fire alarm followed by an announcement indicating an evacuation has been ordered. All persons will immediately evacuate the building following fire drill procedures. The sheriff's office and/or appropriate medical personnel will be contacted. The Director will have a cell phone and the teachers will have their "Crisis Management Plan" notebook with necessary information. Relocation site Grace Hills Baptist Church Sanctuary.

Lockdown Procedures

All doors remain locked and can only be opened from the inside. The front entrance will be locked by the Director. Everyone will remain within their classrooms until further notice. Children and teachers will be removed from windows and doors. Children/teachers outside of the building will proceed inside to official classroom and wait for further instructions, assuring doors are immediately locked. Remain in this position until the Director announces the lockdown is lifted.

Media Relations

The primary goal is to keep everyone informed; however, in no circumstances will the media interfere with the emergency procedures. Try to keep media "under control" by designating a particular area for their location. All information should be cleared through the sheriff and/or emergency personnel before sharing with the media.

Abduction

In the event any person is abducted, (adult or child), the Director will immediately notify the Sheriff. Parents are to be notified immediately if this is a child abduction. If not available, the person/persons designated as emergency contacts for that adult or child will be contacted and given details. Recent photos will be needed. A command post must be designated and agreed upon by all participating agencies

Bomb Threat

Evacuate the building according to the school evacuation procedure using the fire drill exits. Law enforcement personnel will be contacted. The return to building will be determined by law enforcement.

Building Collapse

Use the evacuation procedure using fire drill exits. The building must be declared safe before anyone re-enters the building.

Chemical Release

If inside GHELIC, notify the Sheriff's office and evacuate the building using fire drill exits. No one will be allowed to return until the building is declared safe. If chemical is released outside, call the Sheriff's office and use procedures for lockdown. No one is to exit the building so as to be exposed to the chemical release.

Civil Disturbance

Civil disturbance or demonstration will proceed with "lockdown" until further notice by the Sheriff's department.

Death of Student or Staff Member

Notify the Director immediately. Establish counseling for emotional responses as people interact during the day. Prepare a statement to be read and sent home with the students. Provide time for students to ask questions and interact. Otherwise, maintain regular routine and remain on schedule as the familiarity will provide security for the students.

Drugs/Contraband

If drugs/contraband is located, the Sheriff's office will be notified immediately. If a non-student/personnel is in possession of drugs, procedure for intruder should be followed by using "lockdown" procedure.

Earthquake/Natural Disaster

In the event an earthquake, severe weather, or other natural disaster occurs, the Director must evaluate the situation and make a decision regarding shelter. If the decision is made to remain within the building, stay away from windows and doors. A lockdown may be used until safe to move in and out of the building.

Explosion

GHELIC will evacuate per fire drill procedures and the Sheriff's office will be called. No one will be allowed to re-enter building until cleared by law enforcement.

Hostage

Call the Sheriff's Office. Implement lockdown. Stay calm.

Medical Emergency

The Director will check the patient and someone will call emergency services. (911) Parents or emergency contacts will be completed.

Physical Assault/Abuse

Separate persons. Proceed with lockdown. Provide any necessary medical treatment. Call the Sheriff's office. Locate witnesses and keep separated until proper authorities can question or get statements.

Suspected Child Abuse/Neglect

As mandated by child abuse and neglect laws, childcare workers are required to report any suspected cases of child abuse and neglect to the Department of Social Services. In Appomattox, the agency is The Appomattox Department of Social Services. Keep a journal about any observations and needed medical attention.

Threats of Violence (with or without gun)

Assault, battery, harassment, intimidation, theft, vandalism and violence are against the law and apply both to students and adults on the property of GHELC. These must be reported to the Director who will decide upon the course of action.

Grievance Procedure

The grievance procedure may be put into effect at the discretion of a teacher, group of teachers, or director when normal communications do not result in a satisfactory solution.

A teacher who wishes to make a change in school procedure should approach GHELC Director. In the event the teacher and Director cannot reach an agreement, a matter may be brought to the attention of the Center Council in the form of a written request. This may be done by the Director, or by the Director and teacher, if each desires to present his or her side of the matter to the Council. Attempts to circumvent this procedure are unacceptable. In matters of this kind, the Council is the ultimate authority.

Staff members must practice "team work" for the benefit of the children. Staff is expected to demonstrate professionalism, good humor, fairness, sharing, thoughtfulness, and a loving attitude. Failure to do so, resulting in a poor review, could result in dismissal or no salary increase. Employees are required to handle matters of a confidential nature professionally and in strictest confidence.

GRACE HILLS EARLY LEARNING CENTER COUNCIL

Mrs. Leslie Hancock, Director

Mr. John Harrison

Mr. Bill Jamerson

Mrs. Katie McCann- Parent Representative kdmccann@acpsweb.com

Rev. Adam Tyler

Mrs. Lisa Dawson, Bookkeeper

Mrs. Mary Dickerson

Mr. Gary Gilliam

