

# Model Parent Handbook Policies

## Proposed ECE PM Policy Regarding Parent Handbooks

- A. Prepare an ECE Parent Handbook for annual board approval as per ECE PM # 5640.
- B. An updated parent handbook is to be sent annually to the local conference ECE/Education department as per ECE PM #5640.
- C. Secure signatures from parents, indicating receipt.
- D. The policies marked (\*\*) indicate those that should be included in every ECE Parent Handbook.
- E. All other sections and headings are only suggestions and can be used, edited or deleted as appropriate.

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## Section 1: The Program

### Philosophy

(Example you may use as you create one, ECE PM #5010)

ECE has its foundation in the biblical imperative for purposeful training of the young child. As Christian educators, we are admonished to teach the words of the Bible "diligently unto the children," and to "train up a child in the way he should go" (Deut. 6:7 and Prov. 22:6).

The Pacific Union Conference recognizes that the early education and care of young children is the beginning of a continual growth process. "Too much importance cannot be placed upon the early training of children. The lessons learned, the habits formed, during the years of infancy and childhood, have more to do with the formation of the character and the direction of the life than have all the instruction and training of after years" (*Ministry of Healing*, p. 380).

Adventist ECE programs seek to nurture the minds of young children strengthening their ability to be thinkers rather than mere reflectors of the thoughts of others (*Education*, p. 17), provide loving service rather than seeking selfish ambition, maximizing the development of one's potential and appreciating all that is beautiful, true and good.

In partnership with the home and church, it is essential that a balanced ECE program be established to meet the needs of a child's spiritual, physical, intellectual, social, and emotional development. This focus has the full intention of affirming the value of each child and family, bringing them closer to Christ (*NAD Working Policy* FED 05 10).

### Goals

(Name of ECP) promotes an environment that focuses on the development of the whole-child by:

- Creating an awareness and love of God and a respect for creation.
- Creating an awareness of individuality and personal self-identity, encouraging positive self-esteem.
- Encouraging an enthusiasm for exploration, learning and creativity
- Encouraging self-control and self-discipline.
- Providing freedom of choice and decision-making within reasonable limits and encourage problem solving.
- Providing developmentally-appropriate activities that will introduce children to language, literacy, math, science, large and small motor skills, and to the culture and community in the world they live in locally and globally.
- Encouraging good health habits and manners.

## **Purpose/Mission**

The mission of (Name of ECP) is to provide opportunities for children to learn about God and Jesus Christ as their Savior in a loving, caring, and intellectually stimulating environment.

## **Sponsoring Organization**

(Name of ECP) is a (Name of State) state licensed facility providing a morning preschool program, full day care and infant care. This is a non-profit corporation in the State of (Name of State) whose support comes from the tuition and fees collected. (Name of ECP) is owned and operated by (Name of Conference and school or church).

## **Curriculum**

We provide a Bible based curriculum called, (name of curriculum). The curriculum provides developmentally-appropriate activities that encourage children to learn through play and teachers to plan and intentionally introduce important skills.

## **Staff Qualifications**

All (Name of ECP) teachers meet or exceed the (name of state licensing agency and/or state education department). All lead teachers hold a four-year-degree in early childhood education or related field along with the required early childhood education courses. The director(s), teacher(s) and assistant teacher(s) are required to complete professional growth activities each year. All the staff have experience working with children in a supervised program and are aware of the goals and mission of (Name of ECP) and the beliefs of the Seventh-day Adventist Church.

## **Center Accreditation Status\*\* ECE PM #5605**

(Describe the ECP's status and the entity providing the accreditation. This can be left out until the ECP is actually accredited.)

## Section 2: Program Activities

### Circle Time

#### Morning Welcome/Worship Circle

The morning circle begins at (time) is an introduction to the day's activities, calendar, weather, and a worship that includes a Bible story, music and memory verse. Please plan to arrive early enough so that your child can participate.

#### Mid-morning Circle Time

The mid-morning circle focuses on activities and stories that correlate with the theme of that week/month.

### Indoor Activities

(Share examples of activities that children will experience in the classroom.)

### Outdoor Activities

(Share examples of activities that children will experience outside.)

### Snacks

Mid-morning and mid-afternoon snacks may consist of fruit, vegetables, crackers, nut butter, cheese, yogurt or other healthful, seasonal foods, and will be served with milk or fruit juice. Each snack will consist of food from two different food groups.

### Lunch

Lunch is at (time) and children are to bring their own lunch from home. (Name of ECP) encourages parents to promote good eating habits by sending nutritious items for lunch. Please do not send candy, and no more than one small dessert. **Please send two paper towels or cloth napkins in the lunch box; one will be used as a placemat and the other as a napkin.**

### Rest Time

All children are required to participate in rest time. Rest time is from (beginning time to ending time). If a child does not rest for the entire rest period, they will be given a quiet activity to do at an appropriate time. Children will be provided with a cot/mat and bedding. The bedding will be washed weekly.

### Sample Daily Schedule

(Specific to the ECP)

## Section 3: Parents Responsibility

### Necessary supplies and labeled clothing

- Children should be dressed in clothing that will allow them to participate in all activities and to be active.
- Children should wear sturdy shoes that allow him/her to run, jump, climb and ride bikes with ease.
- Children should be dressed appropriately for the weather. Warm jackets, mittens, hats, rain boots for winter. In the summer children can bring a swimsuit, water shoes and a beach towel so they can participate in water play.
- Children should have a complete set of extra clothes stored in their personal cubby.

**Please remember to label each item that your child brings to school** (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.).

### Dirty Clothing

Dirty clothing will be placed in a plastic bag and should be taken home each day. If your child has dirtied all his or her own spare clothes, we will provide clothes. If your child comes home in clothes which are not his or hers, please wash and return these items as soon as possible.

### Cubbies

Each child at (Name of ECP) is assigned a space for their jacket, extra clothes, lunch, and materials for taking home in their classroom. Each child's space is identified by their name and photo. Please check for materials that need to go home daily so that the cubby does not get to full.

### Parent Grievances

If a parent has a grievance with (Name of ECP) or with a specific staff member, we ask that the parents arrange for a meeting with the director to help find a solution. If a solution is not found, a representative of the (Name of ECP) board or the ECE liaison for the (Name of SDA Conference) may be contacted. Contact information will be given to the parents by the director after there has been an attempt to work out a solution.

### Parent Rights

This form must be signed by the parent before the child enrolls and is included in the registration packet. The top half of the form must go to the parent and the bottom portion is to go in the child's file at the ECE program.

## **Parent Visits**

Parents are welcome and encouraged to visit their child's classroom. However, if this causes an upset to your child's day, we ask that you call to check up on your child. Parents are encouraged to visit the classroom prior to the child starting preschool so that they can become familiar with the surroundings and get to know the teacher. This will help to alleviate some of the child's anxiety prior to their first day attending (Name of ECP).

## **Personal Property**

(Name of ECP) is not responsible for damage to personal property or for lost articles. The parent assumes full responsibility for all items from home sent with their child.

## **Personal Right's (child)**

This form must be signed by the parent before the child enrolls and is included in the registration packet. The top half of the form must go to the parent and the bottom portion is to go in the child's file at the ECE program.

## **Special Needs**

### **Exceptional Students Policy \*\* ECE PM #5615**

Seventh-day Adventist ECE programs usually do not have the equipment or staff for special education and may not be able to accept children who have exceptional mental, physical, or social needs which would require the ECE program to provide special staff or equipment.

If your child has special needs that the preschool is equipped to handle, parents should make these needs known to the director. The methods to deal with the child's special needs must be discussed and agreed upon before the child attends. Special dietary and allergy arrangements must be made in writing and if very restrictive dietary adjustments must be followed, it may be necessary for alternate snacks to be sent from home.

## **Toys from home**

A soft naptime toy or comforting item will be allowed to be used during naptime. Please do not bring toys from home as they are easily misplaced or broken.

## Section 4: Enrollment

### Admission Policy

To create the best fit for your child and family, (Name of ECP) reserves the right to place children in classes by age and developmental level where their needs can best be met by the program. (Name of ECP) reserves the right to refuse admission on the basis of age, available space, or inability to provide adequately for the needs of the child. Before starting in the program:

- A child must be fully immunized. Any child with exemption from shots due to religious or medical reasons needs to have a written letter from the physician stating these reasons and the appropriate immunization forms, which must be on file with (Name of ECP).
- All registration materials must be completed and on file.
- The registration fee and beginning tuition must be paid in full.

### Non-Discrimination Policy\*\* ECE PM #5625

The Seventh-day Adventist Church in all of its ECE programs admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender.

A statement of non-discrimination is to appear in each ECE program Parent Handbook. The following model statement contains the basic elements that are to be included in the non-discrimination statement.

"(Name of ECP) admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the ECE program. (Name of ECP) does not discriminate on the basis of race, color, ethnic background, country of origin or gender."  
(*Education Code A23-108*)

### Required Forms for Enrollment

The parent or guardian must complete the required forms that will be provided to them for enrollment before any child may be admitted to (Name of ECP). The necessary forms are as follows: (List the forms that are required, state licensing forms and forms unique to the ECP program.)

## Section 5: Financial Policies

### **Admissions and Financial Contract**

A financial contract must be filled out and returned to the (Name of ECP). All fees must be paid in full before your child(ren) will be able to begin attendance.

### **Deposit Policy**

(Specific to the ECP)

### **Enrollment/Entrance Fee**

(Specific to the ECP)

### **Yearly Supplies Fee**

(Specific to the ECP)

### **Tuition Payments**

Tuition is due (monthly, bi-monthly, weekly, etc.) on (date).

### **Types of payment accepted**

(Name of ECP) will accept payments in the form of (list what ECE accepts: cash, check, credit card, etc.)

### **Late tuition payment fee**

A late fee of (\$ amount) will be charged if payment is not received after (give date).

### **Returned check fee**

There will be a (\$ amount) charge for any returned check.

### **Tuition Discounts**

(Multiple children, referrals, and early tuition payments are some discounts the ECE program may offer.)

### **Late Pick-up Fee**

A late pick-up fee of (\$ amount) will be charged to the families account when a child is picked after their scheduled time of attendance. Full-time, after (give time) and part-time, (give time).

### **Vacation/Illness Credit Limit**

(If you do not wish to offer credit, this statement could be made under the heading: Vacation and Illness – Tuition is due whether or not your child is in attendance or school is in session)

### **Preschool Vacation Credit for Non-Holiday Closures**

Credit for one (1) week of vacation during a calendar year will be given.

(If you do not wish to offer credit, combine with the vacation and illness heading and add personal vacation.

### **Inclement Weather and Early Closures**

School closing and delays are made to assure the safety of our children. No credit will be given on tuition in these circumstances.

### **Closure/Stay at Home Orders due to Pandemics**

Closure due to a pandemic will be done when advised to do so by the local state and county government agency responsible for providing guidance. If the closure lasts more than two weeks, then families may choose to use their 1-week vacation credit. After the second week, families will be required to pay 50% of the tuition to hold their child's spot in the program. Families may choose to withdraw their child from the program until the preschool reopens. Once the preschool reopens, families can reenroll their child. (Subject to space availability)

### **Legal Holidays, Teacher In-Service and Workdays (no credit)**

(Specific to the ECP)

### **Past due Accounts**

Collection/attorney fees accrued to collect past-due payment will be charged to the child's account.

### **Student Insurance**

(Specific to the ECP)

### **Tax Identification Number**

(Specific to the ECP)

## Section 6: Attendance

### Hours and Days of Operation

(Specific to the ECP)

### Daily Arrival and Pick-up

The morning program begins at (time). So your child is able to participate in the morning circle, please plan to arrive by (time). If you are going to be late arriving or picking-up your child, please call (Name of ECP) so that the teacher can be informed.

### Late Arrivals

If you will be late dropping off your child, we ask that you plan to have your child arrive no later than (time) so they are able to participate in the activities the teachers have planned for the day. We find that when they arrive late in the morning, they have missed out on important learning experiences and that drop-offs are more difficult.

### Absences

If your child will be absent for the day or longer, we ask that you call the (Name of ECP) so the teacher can be informed.

### Attendance Plans

(List the attendance plans offered.)

### Drop-in

Please call ahead to arrange a drop-in. Drop-in may not be scheduled during lunch or naptime because it is disruptive. Drop-in is based on space availability and is only available for children who are already enrolled.

### Vacation Notice

Please complete a vacation notice for your child and turn it into the office. (A form can be created for this.)

### Withdrawal Policy

A child may be asked to withdraw from the program under the following conditions:

- The child has a consistent problem of aggressive or disruptive behavior that continues after the following:
  1. Parent conference.
  2. Time for improvement.
  3. Re-evaluation.
  4. Parent meeting to discuss options if behavior has not improved.
  5. Expulsion.
- The child has special needs, which the school is not able to meet.
- The child's parents fail to meet their financial responsibility.

The director will meet with the parents in an attempt to correct the problem. If a solution is not found, a five-day notice of termination will be given.

Keeping rates as affordable as possible requires that (Name of ECP) operates at capacity level, thus two weeks' notice must be given if your child is to be withdrawn. Tuition will continue for the next two weeks if notice is not given.

**Termination Notice**

(Specific to the ECP)

SAMPLE

## Section 7: Child Health

### Immunization Policy

(Licensing requirements and specific policy for ECP)

### Illness Exclusion Policy

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- The EMERGENCY FORM will be used to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:

**Fever**—axillary (armpit) temperature of 100 degrees or greater at school or within the last 24 hours. A fever must be gone for 24 hours before returning to school without the aid of medication.

They have signs or symptoms of possibly severe illness (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, or green/yellow mucous continually draining from the child's nose for more than one day).

**Eye infection** (conjunctivitis) "pink eye"—May return 24 hours after treatment applied. Viral cases require a doctor's note for return.

**Diarrhea**—after two very liquid stools. May return after 48 hours of no diarrhea.

**Strep Throat or Other Streptococcal Infection**—until 24 hours after initial antibiotic treatment and cessation of fever.

**Impetigo**—until 24 hours after treatment has been initiated.

**Vomiting**—vomiting more than once in previous 24 hours. May return after 24 hours of no vomiting.

**Rash with Fever and Behavior Change**—until a health care provider determines that these symptoms do not indicate a communicable disease.

**Scabies, Head Lice**—24 hours after treatment has been initiated and no nits appear in hair when inspected.

**Chicken Pox**—until 6 days after onset of rash and all sores have dried and crusted.

**Pertussis**—until 5 days of appropriate antibiotic treatment to prevent infection from recurring.

**Mumps**—until 9 days after onset of parotid gland swelling.

**Measles**—until 6 days after onset of rash.

**Rubella**—until 6 days after onset of rash.

**IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.**

If a child is absent for **three days** or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

### **Illness posting**

Once (Name of ECP) has been notified that a child in the program has a contagious illness, an illness posting will be placed on the parent board in the classroom and the entry.

### **Outdoor play after illness**

Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.

### **Food Policy**

We ask that all lunches be prepared with healthful, whole grain foods, fruits, and vegetables. Junk foods such as chips, candy, cookies, and sugary drinks are not recommended for young children. Some guidelines to help as you prepare your little one's lunch:

- No hard candy or gum should be sent in the lunch.
- All oranges, apples and other fruits and vegetables should be peeled and cut into smaller sections.
- Be creative and provide variety in taste and texture. Cutting sandwiches with fancy cookie cutters can sometimes enhance the desire to eat more.
- Please, no food which needs to be heated in the microwave. There is not available staff to care for this matter as going to the kitchen necessitates the teacher to be apart from the children she is required to watch.

### **Allergies**

If your child has a food allergy, it is important to inform the director and teacher. A notice will be posted to ensure that your child receives the appropriate food.

### **Potty Training**

(Specific to the ECP)

### **Health Requirement for Admission\*\* ECE PM #5515**

A current physical examination, signed by the child's medical practitioner, must be submitted at the time of enrollment. This must include current immunizations, health care

summary and name and address of the doctor. Updated reports of immunizations must be submitted annually.

For immunization exemption, a signed statement of parental objection to the immunization or a medical exemption, signed by a medical practitioner, must be submitted, or consult your local licensing agency.

### **Classroom Cleanliness**

(Specific to the ECP. See Directors' Guidebook for example)

### **Continuity of Operations Plan for Influenza/COVID-19**

The (Name of ECP) Continuity of Operations Plan for Influenza/COVID-19 is implemented by (Name of ECP) staff and parents in the event that influenza/COVID-19 develops into a pandemic in (Name of County). All parents/guardians of children enrolled at (Name of ECP) have responsibilities to assist in the plan's successful implementation. (Name of ECP) internal preventive and responsive procedures, as well as parents' responsibilities, are outlined in (Name of ECP's) Emergency Preparedness Plan (which can be found on the (Name of ECP) website or ask the office for a personal copy).

## Section 8: Child Safety

### **Pesticide Use Policy\*\* ECE PM #5530**

States may have regulations relating to the use of pesticides. California requires that all early childhood programs provide parents or guardians of children who are enrolled at the facility with annual written notification of expected pesticide use at early childhood programs. (See <http://apps.cdpr.ca.gov/schoolipm/childcare/main.cfm>)

Other states can refer to their state regulations. (See also <http://www2.epa.gov/childcare> and [http://www.nasbe.org/healthy\\_schools/hs/bytopics.php?topicid=3170](http://www.nasbe.org/healthy_schools/hs/bytopics.php?topicid=3170))

### **Medication Distribution and Documentation\*\* ECE PM #5525**

Medication may be administered by the director or other designated staff member to any child who is required to take medication as prescribed by a physician. Before dispensing any medications to a child, the parent or legal guardian must sign and date the appropriate medication form.

- Refer to your state licensing agency for guidelines on administering medications. (California programs can refer to LIC 9221.)
- A written statement from the parent or guardian of the child indicating the desire that the school administer the medication to the child in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

ECP personnel shall not disclose any information regarding a child's medication. Information is only to be given with the signed release of the parent. Therefore, it is imperative that each child have on file a completed and signed medical release form (refer to your local state childcare forms) in the event of a potentially life-threatening emergency. The program reserves the right to grant or refuse special medication administration requests.

All medication must be stored safely and securely. A strict system of logging administered medications must be maintained. When no longer needed by the child, all medications should be returned to the child's authorized representative or properly disposed of after an attempt to reach authorized representative.

## Accidents and Injuries\*\* ECE PM #5805

The ECE program is to be operated in a manner which minimizes accidents and injuries to children and staff. The potential for injury causing incidents necessitates accurate contact information for the parents/guardians of each child enrolled. When an accident or injury occurs, staff must act immediately to administer emergency procedures.

### A. Ouch Report

If an injury is superficial, or an accident appears to be minor in nature and damage, the responsible staff should fill out an "ouch" report for the parent's information. The ouch report should be recorded on the classroom's daily log sheet in order to keep other staff members informed and to assist the administration in tracking the recurrence of possible problems.

### B. Unusual Incident/Injury Report

If it appears that an accident may lead to future medical complications, or if it becomes serious, the child needs to be medically examined. In such a situation, the following procedures are required:

1. A trained staff member will carry out immediate first aid and CPR.
2. In emergency situations, the staff should contact the local emergency unit (e.g. dialing 9-1-1) before calling the parent(s)/guardian(s) (e.g. cessation of breathing or other immediately life-threatening condition).
3. If parent(s)/guardian(s) or the alternate emergency number cannot be reached, the director/head teacher will have the authority to take whatever measures he or she determines are reasonably necessary for the treatment or care of the child. This may include contacting emergency services (dialing 9-1-1) or transporting the child to a hospital or other appropriate care provider.
4. A staff member shall accompany the injured child, with the child's health information file to the hospital and stay until the parent arrives.
5. Report the incident as required by law, and at most within 24 hours or during normal business hours the next working day. Within seven (7) days, this is to be followed by a written report (LIC 624 for California; for other states refer to your local licensing requirements) containing the following information:
  - Child's name, age, gender, date of admission
  - Date and nature of event
  - Attending physician's name, findings, and treatment, if any
  - Disposition of the case
6. Complete and submit a Student Medical Claim form to the local conference office or immediate supervisor. (Student Medical Claim form can be obtained from the local conference office.)

All incidents, emergencies, accidents, and injuries that occur to children, staff, or visitors must be reported on an accident report form with no attempt to evaluate fault or blame.

If an accident report form is used for a child in the program, the parents shall sign the original form and the original shall be placed in the child's permanent administrative file and a copy given to the parents.

## **Emergency Disaster Plan**

(Specific to the ECP)

## **Mandated Reporting\*\* ECE PM 5620**

Every state has laws requiring the reporting of suspected child abuse. Each state also defines abuse somewhat uniquely, usually including the elements of non-accidental physical injury, neglect, sexual abuse, and emotional abuse. Each facility shall become familiar with its own jurisdiction's mandated reporting requirements and ensure the facility is in compliance with all such requirements. Suspected abuse needs to be reported to the appropriate agency. It is then the agency's responsibility to determine if abuse has occurred. (Click the link to see your state's requirements. <https://www.rainn.org/public-policy/laws-in-your-state>) Also refer to your local licensing agency for requirements and forms. Any instances of suspected child abuse should also be reported to the local conference liaison as soon as possible so that the conference can assist the facility in handling the matter appropriately.

## **Field Trip Policy\*\* ECE PM #5650**

Field trip excursions are an enjoyable means of extending the daily curriculum and providing opportunities to learn about the community. In many cases, it is possible to bring special guests and activities into the program thereby foregoing the liability and expense of time, effort, and money for a field trip away from the program. However, should a teacher decide that a field trip would be the most beneficial means of enhancing the curriculum's theme the following policy should be adhered to in order to minimize the program's liability and maximize the advantages of the excursion.

### General Policies

- The number of children transported in a vehicle must not exceed the number of passengers for which the vehicle is designed to carry. Each passenger must have their own seatbelt or car seat, as appropriate.
- No child shall be left unattended in any vehicle.
- Local and state requirements regarding the transportation of children must be followed.
- Transportation in the back of open vehicles is strictly prohibited.
- Consent for emergency treatment form (California programs refer to LIC 627; other states refer to your state licensing forms) must be on file for each child. The

original will remain at the program. A copy will accompany the lead teacher on the excursion; another will accompany the supervising adult in each vehicle.

- Each supervising adult must carry a supplied first aid kit.
- Proper minimum student supervision ratios shall be maintained at all times during the field trip.

#### Field Trip Participation

- Prior to departure, the program must have a permission slip signed and dated by each child's parent/guardian allowing the child to attend a field trip. A copy will accompany the lead teacher on the excursion; another will accompany the supervising adult in each vehicle.
- Each field trip is a separate excursion and requires a new notification and permission slip.
- If a child is not accompanied by a permission slip, the child must not be allowed to participate in the field trip; other arrangements must be made for the supervision of any child not participating.
- When transportation is provided for any child for field trips or any other purpose, all vehicles must be adequately insured according to the policies of the local conference office.

#### Buses

- If a bus is used, it must have a current and valid state-issued safety certificate.
- The driver must have a valid license for the vehicle driven.
- Appropriate supervision for children six years or under requires that attendants other than the driver be present in the vehicle. An adult/child ratio of 1:6 must be maintained for preschool-age groups or see your state licensing regulations.

#### Private Vehicles

- Each ECE program must maintain a "Non-owned Auto Insurance" policy through their local conference office and/or Adventist Risk Management Services.
- All drivers must meet program requirements, including being at least 21 years of age, hold a valid state driver's license and complete a driver's questionnaire as provided by the local conference office.
- All vehicles must be licensed, maintained, and inspected with current, adequate insurance.
- An adult/child ratio of 1:6 must be maintained for preschool-age groups or see your state licensing regulations.
- Parents who accompany their child on a field trip may only transport other children assigned to them by the ECE program.
- All transportation arrangements must be made by the ECE program.
- Local conference policy regarding driver background check must be followed.

## **Child's Rights and Needs\*\* ECE PM #5810**

- Children have a right to be safe from physical and emotional injury by other children.
- Children have the right to be free from corporal or unusual punishment, isolation, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to: interference with the daily living functions (e.g. eating, sleeping, or toileting), or withholding of shelter, care, clothing, medication or aids to physical functioning.
- Children have the right to be accorded dignity in personal relationships with staff and other persons.
- Children have the right to be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet their needs.
- Children have a right to be supervised at all times. The staff shall always ensure that the appropriate staff/child ratio for each group is maintained.

## **Photo Release\*\* ECE PM #5645**

If a program will be using pictures of the children, families, or staff members, the following rules should be followed carefully.

- There must be no intrusion into anyone's solitude, seclusion or private property without permission.
- Private information, whether by photo or story, must not be published without permission.
- Photographs or stories that present the subject in a false or negative light, even if true, must not be published.
- Photos must not be appropriated for commercial use without permission.
- In addition, ECP directors/administrators should observe the following privacy preventative measures.
- Photos for public distribution should avoid using full-frontal shots.
- Photo captions and the accompanying story should never use the child's full name.

### Photos/Stories for Commercial Use

If a particular picture is not newsworthy, publication may be considered an invasion of privacy.

Including anyone's picture in an advertisement or brochure without their permission, or the permission of their guardian in the case of minors, may be considered to be a misappropriation of the name or likeness of a living person for purposes of trade or advertising without that person's consent, and therefore illegal.

Each program must include a photo release form in their registration packets for clientele as a means for children and their families to safeguard their privacy rights.

Sample release statement:

"I hereby give permission for my child to be photographed for preschool use for promotional and advertisement purposes and having school portraits taken."

### **Court Orders\*\* ECE PM #5505.B**

Official court orders restricting individuals from having contact with a specific child(ren) will be honored and a copy of the court order(s) must be kept in the child(ren)'s permanent file.

### **Daily Arrival and Pick-up Authorization\*\* ECE PM #5505.A**

Each program must maintain a list of adult individuals authorized to drop off and pick up their child. The enrolling parent or guardian must provide specific names and contact information for each individual child. Each child must have a list of these authorized individuals in their permanent files; no two children may share a list of authorized individuals. The individual removing the child from the program shall be required to show photo identification to staff members and properly sign the child(ren) out. Refer to your state licensing regulations.

For liability reasons, persons 17 years of age or younger and program employees shall not be allowed to sign in/sign out any client's child(ren) or arrange for the transportation of any client's child(ren) to and from the program.

## Section 9: Discipline

### **Discipline Policy – Behavior Management Plan/Consequences for Misbehavior** (Specific to the ECP)

#### **Biting Information and Policy**

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. Teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control. If a child continues to bite after the teacher has talked with the parents to find a solution the steps listed in the withdrawal policy will be followed.

#### **Aggressive Behavior**

See Withdrawal Policy

## Section 10: Parent Communication

### Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. (Name of ECP) takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. (Name of ECP) recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the (Name of ECP) community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

### School Wide Communication (Non-Emergency)

The ECP office communicates with parents in several ways:

- Email
- Telephone
- ECP website
- Parent orientation
- Back-to-School Night
- Notices sent home in children's backpacks
- Monthly Newsletter
- Lesson plans posted in each classroom
- Parent Bulletin Board
- Yearly Calendar

### Child Specific Information

(Specific to the ECP)

### Developmental Progress Reports

(Specific to the ECP)

### Parent/Teacher Conferences

(Specific to the ECP)

### Daily Interactions

(Specific to the ECP)

## **Section 11: General Information**

### **Regulatory Agencies**

List the licensing agency that regulates the ECP.

### **Board of Directors**

The (Name of ECP) Board of Directors is responsible for determining (Name of ECP) mission and vision, approving the annual budget, fundraising, hiring and evaluating the (Name of ECP) director, recruiting and orienting new board members, and setting major policy and other responsibilities required for the smooth operation of the school. Between (number) members comprise (Name of ECP) volunteer board. Anyone with an interest to serve is encouraged to talk with the director and current board chair. Meetings are held monthly. Parents, teachers, staff, and interested community members are welcome to attend and observe to learn more about (Name of ECP). A copy of the bylaws and monthly minutes are available for review upon request, as well as job descriptions for the board positions of president, vice president, treasurer, and secretary. Agendas for upcoming meetings are posted at the school and emailed to parents and staff.

### **Parent Advisory**

(Specific to the ECP)

### **Fundraising**

(Specific to the ECP)

### **Volunteer Opportunities**

(Name of ECP) encourages parents to volunteer in their child's classroom and in other areas of the program. Some ideas for volunteering could be:

- Read to your child's class
- Plan a project to do with the children
- Help organize a field trip
- Help organize a fundraiser
- Make playdough for your child's class
- The list could be endless.....

### **Birthday Celebrations, Treats and Holiday Celebrations**

Birthday and holiday celebrations will be done in the afternoon after lunch or during afternoon snack. We ask that a healthy treat be provided for the children.

### **Parent Programs**

(Specific to the ECP)

**Transitions to the Next Classroom**  
(Specific to the ECP)

SAMPLE

## Section 12: Infant Care Policies

### Program

The program will consist of:

- Quiet and active play
- Rest and relaxation
- Individual attention
- Being held by the care provider
- Toys which will provide auditory, visual, tactile stimulation
- Toys which will provide manipulative skills.

The above activities will occur according to the needs of the group of infants enrolled and to their age needs. Play may occur both indoors and outdoors, weather permitting.

### Daily Schedule

The daily schedule for the children is a guide. It provides a framework for planning and organizing the daily routine and play activities for the children. The daily routines for children may be a little different based on the age of your child. Infants follow their own biological needs. They are fed, changed, and nap when they need it. Adjustments to the schedule are made as your child gets older and his/her needs change. You may also notice that as your child gets older, s/he may alter her/his own schedule to fit in with the group. Some common changes you may notice in your child's behavior after enrollment in any group care situation include altered sleep/wake patterns (staying awake for longer hours or napping more frequently for short periods of time) or changes in appetite. The following daily schedule is an outline of a typical day with the infants and toddlers. Keep in mind again that the schedule will include children's individual needs based on their age. This is a sample that includes the different types of components to the daily schedule.

(Sample Schedule)

### Needs and Service Plan

Prior to the infant's first day, the parents will assist the teacher in completing a needs and service plan which will include the following:

- An individual feeding plans
- A sleeping plans
- Any services needed by the infant which are different from the normal program
- A plan for subsequent personal interviews with the parent.

Parents will be provided with a copy of the Needs and Service plan and any subsequent updates. A quarterly update is mandated. Each update should be verified by the parent's signature.

The caregiver will chart the times and amounts of each feeding, both formula and solids, naps, medications, and a notice for supplies the parents need to bring. This enables the parent to see how the entire day has gone and how to plan for the evening.

### **Food from Home/Instructions**

Prior to the infant's first day, the parent shall instruct the caregiver of the following:

- Instructions from the child's physician relating to special diet or feeding.
- A feeding schedule.
- Breast milk (mothers are encouraged to breast feed their infants during the day) Fresh breast milk will be stored for 24 hours in the refrigerator. Parents may also bring breast milk to the (ECP) to be stored for up to three months frozen. Containers must be clearly marked with your child's name and the date. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle will be discarded within two hours.
- Formula - We provide filtered drinking water to make the formula for the infants. Bottles are not heated in the microwave, as this will produce "hot spots" in the formula or breast milk and are warmed by running them under warm water from the sink.
- A schedule for introducing solid or new foods.
- Instructions on food consistency.
- Instruction on food likes and dislikes.
- Any food allergies.
- A schedule for introduction of cups and utensils.
- The parent will provide all the snacks, formula, and solid food the child is expected to eat throughout the day.
- If formula is to be prepared, the specific brand of formula shall be stated in the feeding plan.
- All bottles and formula shall be labeled or placed in a container with child's name on it.

### **Items from Home**

- Two to three non-breakable bottles (marked with child's name or initials).
- Formula and directions for preparation which the caregiver can make up for feeding.
- Diapers
- Two complete changes of clothing.
- One blanket or necessary items for sleeping.
- Any solid food your child needs for the day.
- Pacifier, if needed.

## **Mealtime for Infants**

Infants and mealtime Young infants will be fed according to their own schedule. As they grow and start eating solids foods, their eating needs will change, and the eating times will be adjusted toward the group schedule. During lunch, infants not yet eating table food will be served cereals and jarred foods.

## **Mealtime for Older Infants**

The older infants will be sitting in chairs with trays or a small table with chairs. Children will be using sippy cups and using utensils. Depending on the age grouping of children in the bottle drinking may or may not be a practice. For example, if a young toddler around 12 months is in this room, then considering this child's use of a bottle, it may be comforting or helpful in the transition to a sippy cup for the bottle to be used at times.

## **Napping**

Each child will have his/her own crib or cot (for older infants, only when they have the ability to climb out of the crib). Children are placed in the crib for napping only and are removed when awake. Cribs are separated from the rest of the room but are easily observed by the care giver. Rest for younger infants varies. For older infants it is between (Time)

## **Personal Care**

Infants will be kept dry and clean at all times and shall be checked frequently for wet or dirty diapers. Diapers and a change of clothing should be kept at (Name of ECP) for the infant. Any wet or soiled clothing will be placed in a plastic bag and sent home at the end of the day.

The diaper changing area is sanitized after each changing and all soiled diapers placed in an airtight container.

## **Classroom and Equipment cleanliness**

(Specific to the ECP)

## **Visitation**

Parents are invited to visit the infant room before enrolling their child. This will enable the parent to feel more comfortable with procedures and routines when the child is left with the care giver. Visitation is permitted at any time before or after enrolling. However, if this causes an upset to your child's day, we ask that you call to check up on them.

## **Discipline**

Infants usually respond positively to tender loving care which will be administered to each child throughout the day. However, if negative behavior occurs it will be dealt with in the following manner:

- Redirection—distracting the child’s attention from the disruptive behavior by some other activity which is acceptable.
- Extinction—ignoring the negative behavior so that the child is not reinforced for doing it.
- Prevention—trying to avoid problems before they arise by good planning.

## Handbook Acknowledgement

Please read and sign below to indicate your receipt and acknowledgment of the Handbook.

*I have received a written copy of the Handbook.*

*I acknowledge that it is my responsibility to read, understand and comply with (Name of ECP) policies and procedures,*

*I further acknowledge that (Name of ECP) policies and procedures, including, but not limited to, those set out in the written version of the Handbook, are subject to change, modification and amendment by the (Name of ECP) board.*

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Name of Parent or Legal Guardian (print)

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Signature of Parent or Legal Guardian

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Date

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Name of Parent or Legal Guardian (print)

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Signature of Parent or Legal Guardian

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Date

SAMPLE