



Staff Handbook and Policies for Church/ Preschool Relations and Governance

*In the same way, let your **light shine** before others, so that they may see your good works and give glory to your Father who is in heaven.
Matthew 5:16 (ESV)*

Our Mission: To provide a safe environment that provides age-appropriate learning experiences for preschoolers, in order that they may have an understanding of Salvation through Jesus Christ and be academically and behaviorally prepared for Elementary school.

Philosophy: We believe in balancing academic learning with stimulating and fun activities. Children are a blessing from God, and it is our responsibility to provide a loving, structured, and stimulating environment for them to grow in. We want each child to have an understanding of God's love for them. Preschool-age children display varying levels of academic abilities, and should be taught at their own level. We focus on teaching proper classroom behavior and basic academic skills in a way that is fun and motivating.

Welcome to SonShine Preschool! It is our hope that you will enjoy a productive time helping our school as we teach our students about God's love and prepare them for elementary school. Please carefully read and abide by the policies in the parent handbook, as well as those in this staff handbook and General Procedures. Also, please read and familiarize yourself with the State Rules Regulating Child Care centers.

Origin/ Founding of SonShine Preschool:

In the fall of 2011, Mala Calkins proposed to the current church board the idea of opening a church-owned Christian preschool, utilizing current classrooms at Greeley First Assembly. The board approved the proposal, and the preschool became licensed by the State of Colorado under the DBA of SonShine Preschool. It began classes in August of 2012, with Mala Calkins as the director. The church provided funding for the start-up costs associated with the preschool, and opened a separate checking account for the preschool. The preschool later paid back all start-up costs, and is currently economically self-sustaining, with income and expenses coming directly in and out of the preschool checking account.

Line of Authority:

- **Church Board:**



- According to state child care licensing policies, The Deacon Board at First Assembly of God appoints a director as the chief administrator of the preschool.
- Pay changes for the director require board approval
- Staff Handbook policies, Parent Handbook policies, and tuition fee changes require board approval.
- The church board appoints the senior pastor as a liaison to meet regularly with the director as needed to keep updated with preschool needs and issues.
- **Senior Pastor:**
 - The senior pastor meets with the director as needed to discuss any issues that the director and lead pastor feel are pertinent in regards to the preschool.
 - Staff pay changes are made at the discretion of the director after discussion with senior pastor.
 - The senior pastor provides guidance to the director and brings major issues to the church board as needed.
- **Director:**
 - The director shall meet quarterly with the board (normally at a regularly scheduled board meeting) to provide them with an update of the preschool, and answer any questions the board members may have.
 - The director shall meet regularly with the senior pastor at the discretion of the senior pastor (normally 1-2 times per month), to discuss any issues pertinent to the preschool.
 - The director is responsible for overseeing program implementation, complying with state child care licensing rules, addressing and correcting licensing issues, curriculum, child enrollment and paperwork, and all SonShine Preschool classes.
 - The director is responsible for making staff hiring/ termination decisions. The staff that the director hires must meet the qualifications in the State Child Care Licensing Rules and Regulations.
 - The director also retrieves tuition/ enrollment payments from the preschool payment safe and delivers them in person to the church book keeper. The Director is in possession of a key to the preschool payment safe located in the preschool wing.
 - The Director shall possess a debit card linked to the preschool checking account. The director may make purchases for the preschool using the preschool debit card. The director is responsible for providing the book keeper with receipts of purchases. Purchases of individual items costing more than \$1,000 require board approval.
 - The director is responsible for approving expense receipts submitted by employees for reimbursement by the preschool. These may include purchases for preschool/teaching supplies, and staff training expenses.
 - Each staff member is hired and under the jurisdiction of the Director. The director answers to the preschool board. The director may serve concurrently as a classroom teacher.
 - The director shall be responsible for updating the preschool website as needed.

- The Director shall be paid an annual salary agreed upon between the director and Board. A schedule of annual raises is located in the “Starting Pay and Raise Chart.” The annual salary is a flat rate that includes normal hours at the preschool during the school year, and any necessary after-hours work necessary to the smooth running of the preschool. The annual salary also includes summer open houses, tours, enrollment work, and time preparing the classrooms for fall. The director is responsible for arranging a qualified teacher and/or substitute director to cover for his/her absences. The director shall keep school-day absences to a minimum so as not to cause a decrease in the quality and smooth running of the preschool.
- **Lead Teachers**
 - Answers directly to the director.
 - Must be at least 18
 - Qualify as an Early Childhood Teacher according to state licensing rules.
 - Complete all trainings required by licensing regulations, including 15 annual clock hours of ongoing trainings.
 - Responsible for following the curriculum and direction of the director, and supervising and teaching his/her class.
 - Ensures that licensing policies are followed for their classroom, and brings any concerns to the director.
 - Responsible for lesson planning, assessments, parent conferences, and ensuring that any necessary preparation for their lessons is completed at appropriate times.
 - They are responsible for the appropriate guidance and discipline of their students. Guidance and discipline must align with center policies and State Licensing, as well as with the vision of the Director.
 - Responsible for ensuring that their classroom is cleaned and organized at the end of each class.
 - Brings any major discipline/injury/parent issue to the attention of the Director.
- **Assistant teachers**
 - Work under the direction of the lead teacher to support them in any way the lead teacher deems appropriate. They must be at least 16 years of age and must work directly under the supervision of the director or an early childhood teacher. This may include teaching some of the lessons, leading small group activities, assisting with supervision, and helping with lesson and craft preparation. They are responsible for helping to ensure that their classroom is cleaned and organized at the end of each class.
 - Assistant teachers may only be alone with 1-2 children, and only when assisting with diapering/toileting. At all other times, a lead teacher must be with the children.
- **Volunteers**
 - Must be approved by the director and the teacher of the classroom they wish to enter.
 - Volunteers must sign a visitor’s log with the time, date, and purpose of the visit.
 - Parents and guardians are welcome in their child’s class at any time their child is present.
 - Unless they have met all the licensing and training requirements of an assistant teacher, they DO NOT COUNT AS A STAFF MEMBER FOR STAFF/CHILD RATIO REQUIREMENTS.
 - Volunteers may never be alone with children who are not their own.



- The only exception for this is if a parent driver is driving children for a field trip.
- Volunteers will be supervised and under the direction of the director and the classroom teacher. They must have qualifications suitable to the tasks they are assigned. The classroom teacher they are with will give any necessary instructions as to the center's policies and procedures.
- Any adult volunteer working as a volunteer staff member to meet required staff to student ratios who works more than 14 days in a calendar year, must submit fingerprints to the CBI for a criminal record check.

Financial Relationship of SonShine Preschool and Greeley First Assembly

Payment agreement:

- The preschool shall transfer from its checking account to the church checking account: 10% of income from tuition payments and registration fees.

Accounts:

- The preschool checking account shall be kept separately from the church accounts.
- The preschool checking account shall pay out for direct bills and purchases relating to the preschool.
- The preschool checking account shall pay out payroll checks for preschool employees.

Financial setup:

- The church book keeper is in charge of keeping books for the preschool, and the preschool checking account is under the umbrella of Greeley First Assembly, DBA SonShine Preschool.
- The financial goal of the preschool is to be financially self-sustaining, as well as providing an income for the church with its 10% rent.
- The church should not draw funds from the preschool account for its own use.
- The preschool operates as a non-profit under the umbrella of the church's nonprofit status.

Staff Documentation & Training Requirements



At the time of employment, staff members will be informed of their duties and assigned a supervisor.

[State licensing requirements change over time- the following list is subject to change accordingly]

Prior to working with children:

- Application (including date of employment, name, address, phone, birth date, emergency contact, education, and work experience).
- Signed Perjury Affidavit
- Signed Child Abuse Reporting Statement
- Must read and be instructed about the policies and procedures of the center, and the reporting of child abuse. Each staff member must sign a Policies & Procedures Statement indicating that they have read and understand the center's policies and procedures.
- Complete the Pre-Service Training, which addresses safety, hazards, and bio-contaminant disposal
- Complete Standard Precautions Training (renew annually)

Within 5 business days of employment and every five years:

- Submit fingerprints for CBI & FBI for criminal background check

Within 10 business days of employment and every five years:

- Submit T.R.A.I.L.S. child abuse background check

Within 30 days of employment:

- Child Abuse Prevention Training (annually)
- FEMA training (one-time)
- Certificate for completion of First Aid and CPR (or Intro to First Aid & CPR Module) (update before expiration)
- Be familiar with licensing rules
- Immunization Course (annually) (if responsible for recording/maintaining immunization records)



- Health Clearance from Health Professional (verifying up-to-date immunizations) updated as written by the professional

Within 12 months of employment (& annually):

- 15 clock hours of training is required each year for all staff. The director of SonShine Preschool will organize and notify staff members of training opportunities to ensure that each staff member receives 15 clock hours of training. Any cost of trainings will be paid for by the center at the discretion of the director. Previously listed required trainings (except CPR/First AID Certification) count towards these 15 hours. Training must relate to one or more of the following areas:
- Child Growth and Development ****AT LEAST 3 HOURS****
- Child Observation and Assessment
- Family and Community Partnership
- Guidance
- Health, Safety, and Nutrition
- Professional Development and Leadership
- Program Planning and Development
- Teaching Practices

Other Documentation:

- Medical Administration training & Delegation (For those administering medications)
- Documentation of Early Childhood Teacher qualifications (for group leaders)

Staff Pay and Development Plan

Annual Performance Review:

Each school year, normally during May or June, the Director will perform an annual review with each individual staff member. The review will include an audit of the staff member's file and training certificates. The director will also determine (with input from lead teacher if the staff member is an assistant) if the staff



member has been performing their duties satisfactorily. If the staff member has been performing their duties satisfactorily, they will be offered a position for the next school year. If they are up-to-date on their staff file and 15 hours of annual training requirements (including the training requirements under the heading “Staff Documentation & Training Requirements,” they will receive an “Annual Performance Review Raise” according to the schedule below. If they are not up-to-date on the training requirements, they will receive the raise once the requirements have been met, effective on the date that the Director receives the training documentation.

90-Day Probationary Period Performance Review:

After 90 day of a staff member’s start date, the Director will perform a review with new staff. The review will include an audit of the staff member’s file and training certificates. The director will also determine (with input from lead teacher if the staff member is an assistant) if the staff member has been performing their duties satisfactorily. If the staff member has been performing their duties satisfactorily AND they are up-to-date on their staff file and training requirements under the heading “Staff Documentation & Training Requirements,” (not the full 15 clock hours yet), they will be eligible for “paid closed days” (effective on day 90 of employment). If they are not up-to-date on the requirements, they become eligible for “paid closed days” once the requirements have been met, effective on the date that the Director receives the training documentation.

*** Paid Closed Days***

From the first day of school classes in the fall to the last day of school in the spring. Not to include weekends, parent/teacher conference days, teacher work days, or summer break. These include Thanksgiving Break, Christmas Break, Spring Break, Snow Days, and other days that the preschool calendar lists as No School Days. Once a staff member becomes eligible for paid closed days, they are paid for their regularly scheduled hours that they would have worked on each particular day that the preschool is closed. There is no severance pay for future closed days if the staff member’s employment ends.

Starting Pay

School Year	Starting Pay <u>Assistant Teacher/ Substitute Hourly Wage</u>	Starting Pay <u>Lead Teacher Qualified</u>
2021-2022	\$12.00	Assistant pay + \$4

Jury Duty Pay

The first 3 days of jury duty shall be paid according to regularly scheduled hours.

Maternity / Paternity Leave



After being employed for one year, a staff member may take a protected leave of absence for up to 12 weeks for the birth or adoption of a new child. The first 2 school weeks of that absence will be paid according to the average hours worked during the previous year. After that, leave will be unpaid. Maternity / Paternity leave longer than 12 weeks shall be approved by the director on a case-by-case basis.

Bereavement Leave

After being employed for one year, a staff member may take a protected leave of absence for up to 2 weeks for the death of a spouse, parent, or child. The first 1 week of that absence will be paid according to the average hours worked during the previous year.

Sick / Vacation Pay

Hourly staff members are not paid for days that they take off for illnesses, vacations, or other reasons. **Our “paid closed days” benefit offers a very generous number of paid days off during the school year. The average school year has approximately 25 paid closed days (5 weeks per year).**

Staff Rules

Attire and Conduct

Staff members are required to conduct themselves in a manner that provides a positive role model for students and does not undermine Biblical values. They may not use profane or blasphemous language while on duty, or act in a disrespectful manner towards others.

Staff members must dress appropriately for their jobs. This means that clothing should be non-revealing (not low cut), clean, free of holes (except for pants which have “stylish” holes- these holes must not reveal skin higher than modest-length shorts would cover), free of offensive pictures or words, and should cover all undergarments and private areas. Clothing should allow for the freedom to move and work with children comfortably.

Smoking is prohibited during business hours in all areas where child care is provided, and when transporting children on field trips. As much as possible, children will be protected from second hand smoke on excursions.

Staff members must not be under the influence of any illicit substances, marijuana, or alcohol, while on duty.

Staff members should be mindful of their conduct in the public arena, particularly on social media. Conduct or social media postings that display behavior that makes the director and clients question the character of our school and staff members may be grounds for dismissal.



Staff members should not post photos of SonShine Preschool students without director approval, and should never post a preschooler's name with photos. Written permission from parents must be obtained before posting photos of students. Only the Director and Lead teachers are permitted to post to the preschool's social media accounts, being careful not to include the names of students.

Staff break is normally 11:15-11:45am, unless otherwise approved by director.

Staff members will maintain the confidentiality of student medical and personal information. This information should be shared with the director and other staff members that the director authorizes. Confidential information shall not be shared with any other persons.

The director has the discretion to discipline, including but not limited to termination, if a staff member violates any policies.

Staff Absences

Please notify the director as soon as you know that you will miss work. You should make every effort to find yourself an approved substitute. Chronic absences may require us to schedule reliable staff in your place for the safety of students and to maintain proper staff/child ratios. At the discretion of the director, failure to arrive on time and remain present for scheduled times may result in disciplinary action, including but not limited to termination.

Illness

- **Staff Health**. Staff shall be in good health and be free from communicable disease while caring for children, preparing food or employed in any capacity where there is a likelihood of transmitting disease to others at the facility. Signs of illness include:
 - Diarrhea, vomiting, sore throat, suspicious skin rash, eye infection and/or temperature over 100 degrees Fahrenheit.
 - A staff member who is on an antibiotic for a contagious disease must be on the antibiotic for 24 hours before returning to child care.
- **Child Health**
 - **Immunization**. Children in care shall be immunized as required by Sections 25-4-901 *et seq.* and Sections 25-4-1704 ET SEQ., C.R.S., the *1993 Rules of the Colorado Board of Health Pertaining to the Immunization of Students Attending School*. The official Certificate of Immunization or Exemption shall be on file.
 - For the health and well-being of all our students, we do not accept children if they are ill. Here is a list of symptoms:
 - Diarrhea, vomiting, sore throat, earache, discharge from ear, suspicious skin rash, eye infection and/or temperature over 100 degrees Fahrenheit.
 - If any of these symptoms are present, do not accept the child into the classroom. If a child becomes ill at school, the child will be separated from the group and asked to rest. Parents will be notified and required to pick their child up immediately. Children who have had a fever, diarrhea,

or vomiting, are asked to allow at least 24 hours after symptoms abate before they return to school. If a child is on antibiotics for a contagious disease, they must be on them for 24 hours before returning to school.

- The common cold and lingering coughs are not illnesses requiring a stay home unless they are severe enough to make the child too uncomfortable to participate normally in preschool activities.
- If a child is seriously injured, staff will provide emergency first aid, get emergency medical treatment for your child if necessary, and notify parents as soon as possible. If we need parents to pick up a child, we will separate them and have them rest until they arrive.
- If a child has an injury that does not require emergency medical attention, we will provide first aid and notify the person who picks up the child.
- If a child or staff member has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, please notify SonShine Preschool immediately. The director will report the illness, to the Colorado Department of Public Health and Environment, and post a note by the sign in/out book. The child's or staff member's confidentiality will be maintained. A doctor's written note is required for re-entry.
- Child care staff shall wear gloves when in contact with blood, feces and other high hazard body fluids.

Hygiene

Our students are required to be potty trained, but some special needs students may require diapers.

- **Diaper Changing Procedure:**
 - The Designated diaper changing location is on the counter in the children's bathroom.
 - New disposable gloves must be worn when changing a diaper.
 - Soiled clothing and diaper will be removed. Any soiled clothing will be placed in a sealed plastic bag to be sent home. Soiled diapers will be folded up and placed in a lidded trash can.
 - Wipe the child's diaper area clean with wet wipes, wiping from front to back.
 - Dress the child appropriately in clean diapers/garments, and have them wash their hands.
 - Disinfect the changing area, allowing 1 minute contact time with disinfectant.
 - Remove and dispose of gloves, and wash your hands.
- **Staff Hand Washing.** Staff members shall practice adequate hand washing by moistening hands with warm running water, applying soap, and washing vigorously until a soapy lather appears. Staff shall continue washing for at least 10 seconds, rubbing areas between fingers, around nail beds, under fingernails, under jewelry and the backs of hands. Staff shall then rinse hands under running water until they are free of soap and dirt. Staff shall dry hands with clean disposable towels or a mechanical drying device:
 - (a) After using the toilet, changing diapers or assisting a child with toileting;
 - (b) After handling soiled dishes, soiled tissues, soiled diapers or other soiled laundry;
 - (c) Immediately after reporting to work;
 - (d) Before handling food or food utensils;

- (e) After handling pets, or other animals or having any contact with their cages;
 - (f) When hands become contaminated with body fluid such as after sneezing, coughing, or nose blowing;
 - (g) Before and after administration of medications and first aid;
 - (h) After removing or changing gloves;
 - (i) Before and after handling sensory tables;
 - (j) After cleaning activities; and
 - (k) At any other time their hands become soiled.
- Handwashing by Toddlers and All Older Children. Children shall be taught to wash their hands properly. Children shall moisten hands with warm running water, applying soap, and washing vigorously until a soapy lather appears. Children shall continue washing for at least 10 seconds, rubbing areas between fingers, around nail beds, under fingernails and the backs of their hands. Children shall rinse hands under running water until they are free of soap and dirt. Children's hands shall then be dried with clean disposable towels or a mechanical drying device:
 - (a) After using the toilet, or diapering;
 - (b) Before and after preparing or eating food;
 - (c) When hands become contaminated with body fluid such as after sneezing, coughing, or nose blowing;
 - (d) After coming in from the outdoors;
 - (e) Before taking medications;
 - (f) After handling pets or other animals;
 - (g) Before and after use of sensory tables; and
 - (h) At any other time their hands become soiled.

Medication at Child Care

Only a medication delegate who has completed medication administration training, and is officially delegated by our nurse consultant, may administer medications to students.

To give a child necessary prescription or non-prescription medication, **including Tylenol/ ibuprofen**, at child care, we must have the following:

1. **Medication** in its original container labeled with child's first and last name. Prescriptions must have the pharmacy label attached.
2. **Note signed by parent/ guardian** with permission to give medication
3. **Note from doctor/ prescriber** with specific medication, dose, time, reason, possible side effects, duration to be given, and signature.

IF ALL 3 OF THESE REQUIREMENTS ARE NOT MET, WE CANNOT ADMINISTER THE MEDICATION.

CHILD CARE MEDICATION POLICY IS A COLORADO CHILD CARE RULE. Our license depends on complying with these rules. Medication will be stored in a locked container inaccessible to children. Unused medication will be sent home or destroyed according to medication administration guidelines. Medication administration will be logged.



Procedure for dealing with a person appearing to be intoxicated, and attempting to pick up child:

At the time that an authorized person is picking up a student, if a staff member believes that the demeanor of the person indicates that they are impaired by drugs or alcohol, they should immediately alert the Director or substitute Director. The Director will then speak with the authorized person. If the director believes that the person is impaired by drugs or alcohol, they should inform that person that they believe that they are impaired and should not be driving the child. If the person does not want to procure an alternate driver, and insists that they are still planning to drive the student, the director will inform them that she is required to call 911 immediately, followed by a call to social services. While we are specifically prohibited from physically blocking an authorized parent from picking up students while we think that person is intoxicated, we can still do our best to deter them and notify authorities immediately.

Confidentiality: The utmost discretion should be used to preserve the confidentiality of any person or family who is involved in a situation like the above describes. The identity of the person and family should only be shared with the classroom teachers of that family, and the director. If law enforcement and/or social services become involved, they will need to be provided with the identity of the person & family also.

Legal Notices

- A recent state licensing inspection report is available upon request
- **Reporting complaints:** We are licensed by the state of Colorado. If you have licensing complaints you can report them by contacting :
Colorado Department of Human Services
Division of Child Care
1575 Sherman St.
Denver, CO 80203
(303) 866-5958
Also, inform the director.
- For the official Rules Regulating Child Care Centers, please consult the Code of Colorado Regulations (12 CCR 2509-8) or contact Lexis-Nexis at 1-800-227-9597 or the Secretary of State, Information Center at 303-894-2200, x6418. The secretary of state’s website is www.sos.state.co.us.
- Colorado law requires child care providers to report all known or suspected cases of child abuse or neglect. To report suspicions of child abuse or neglect, contact:
Weld County Dept. of Human Services
(970) 352-1551 ext. 6211
Also, inform the director.