



EMPLOYEE

Handbook

A place where children -



Play, learn, grow

In Christian Faith

REVISED 2024

ELIZABETH RIVER BAPTIST DAYCARE
601 Sparrow Road, Chesapeake, VA 23325 | 757.420.3341
www.elizabethriverbaptistdaycare.com

"I have no greater joy than to hear that my children are walking in truth." 3 John 1:4

*Scripture taken from New International Version (NIV)

— ERBDC —

Team Leader

MEET OUR ADMINISTRATION

Here to Guide, Inspire and Support

Everyday our teachers take pride in Early Childhood Education by creating opportunities for exploration and learning by establishing engaging environments where children feel safe, comfortable, and confident. We have amazing staff who are caring, enthusiastic, and dedicated to helping children exceed their every expectation.



Jill Safley
Center Director

Email -

jill.safley@yahoo.com

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welcome



ELIZABETH RIVER
BAPTIST DAYCARE
explore discover play learn

Welcome Elizabeth River Baptist Day Care Team Member!

Welcome to this wonderful position as a Child Care Educator/Provider! This handbook, developed by Administration, will provide you with some of the orientation information you will need to care for children as well as valuable procedures and policies.

Your Center/ Assistant Director will provide you with the necessary documents needed to complete orientation. Once you have completed the packet, ask to meet with the administration to discuss the contents, ask questions, then at this time you and the Administration will sign off on its completion.

Administration may have other training resources as a part of your orientation. This is just one tool for your orientation process. Discuss with the administration what other requirements our Center may have in place.

You are welcome to visit VDOE (Virginia Department of Education) Website for many early childcare resources at www.doe.virginia.gov . Also, please be sure to visit the new expanded website ChildCareVA at www.dss.virginia.gov for valuable resources for Early Childhood Educators. Although this handbook was developed by the Administration of Elizabeth River Baptist Day Care, there are many valuable resources available for your increased knowledge in the Early Childhood Education and Development Field.

Wishing you a very successful career with us at Elizabeth River Baptist Daycare!

- *Jill Safley*

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ABOUT OUR MINISTRY

Elizabeth River Baptist Daycare is one of the organizations within Elizabeth River Baptist Church. The purpose of the Daycare Ministry of the church is to minister to families with quality Christian education and childcare. The Daycare Committee of ERBDC is comprised of active members of the church which handles policy and Center business, while the daily operation of the Center is handled by the Director. All staff members, as Christians are required to be active in their Christian walk. They shall be active as members of their church and in good standing, participating in worship and discipleship. Their Christian witness must be blameless both in ERBDC and outside it. (Phil. 2:13-16, 2 Peter 3:11-14) They are expected to maintain a Christian witness and conduct themselves as a responsible Christian educator. Staff members are expected to support this ministry in general with their attitudes, appearance, conduct, and quality of work.

You, the staff member is one of the most valuable assets of ERBDC. We encourage staff harmony in Christian love and concern that builds and unifies ERBDC.

ABOUT OUR CENTER

We are a ministry of Elizabeth River Baptist Church which is a non-profit, religious exempt facility located in Chesapeake, VA. We welcome children 6 weeks to Pre-Kindergarten with Before and After school available. Our experienced and educated teachers and administration aim to meet each child's optimal development in a small group setting.

We offer a mix of traditional Christian learning and a multi-sensory curriculum of learning. All complemented with engaging activities that promote each child's growth and development. Every student at Elizabeth River Baptist Daycare is committed to supporting families in raising happy, healthy, confident and spiritually fed children even after they depart Elizabeth River Baptist Daycare.

MISSION STATEMENT



Elizabeth River Baptist Day Care is a place where children can EXPLORE. PLAY. LEARN. GROW in a nurturing and safe environment that honors Christ.

VISION STATEMENT



A place where young children can EXPLORE. PLAY. LEARN. GROW in Christian Faith.

OUR PHILOSOPHY



Elizabeth River Baptist Daycare takes its inspiration from various progressive educational theories including Montessori, Steiner, as well as Reggio, which focuses on self-directed and experiential learning. The emphasis of Elizabeth River Baptist Daycare is not only academic achievement, but the enjoyment of discovery that inspires a child's natural awe and wonder of God's world. By developing children's curiosity and spark of discovery, they acquire important skills such as problem solving, independent thinking, and creative and critical thinking which will help as children grow into thriving and productive adults. Ultimately, Elizabeth River Baptist Daycare nurtures children to lead in their own learning and develop a love for learning in a safe and welcoming Christian Early Learning environment

OUR PURPOSE



Our Center is a Christian Early Learning and Child Care establishment, therefore, emphasizes on Christ-centered teaching. The Bible is the integrating factor around which all activities and subject matter are correlated. We will be introducing to the child the things of God, so they might discover Him as a real and vitally personal part of their young lives. We believe the Bible is the inspired and infallible Word of God and acceptance of Jesus Christ as our personal Savior is the only way to enter heaven.

CORE VALUES

As a ministry of Elizabeth River Baptist Church, the Day Care's core values align with the church's vision of Loving God, Loving Each Other and Loving our World. They represent scriptural ideals that guide all areas of Early Childhood Development life. Elizabeth River Baptist Day Care is devoted to:

Loving God by...

- Pursuing God-honoring excellence and creativity in all aspects of the Center
- Cultivating spiritual growth and discipleship
- Igniting a lifestyle of worship.

Loving Each Other by...

- Viewing everyone as important - staff, parents, students
- Identifying and celebrating the unique giftedness and heritage of every child
- Valuing relationships and adhering to principles that promote respect and unity
- Providing a safe, positive learning environment



Loving our World by...

- Nurturing the vision and habits of lifelong service to others
- Exercising responsible stewardship

SUPERVISION

The staff will be responsible to the Administration. Certain aides may be assigned to a regular staff member, in which case the aide will be directly responsible to the staff member, but also responsible to the Administration. In the absence of the Director, the Assistant Director has full responsibility. The Director will be responsible to the Daycare Committee and ultimately to the majority vote of the Church. The Assistant Director is responsible to the Center Director, then to the Daycare Committee and the Church.

CONDITIONS OF EMPLOYMENT

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we "train and educate" *on behalf of the parents, not in place of them*, and view ourselves as an extension of the education process of the home. We place a strong emphasis on good communication between the family and the staff.

The team member affirms that, as part of **the qualifications for this position**, they are...

- A "Born Again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
- The teacher gives testimony that he/she has a sense of God's will that teaching is their calling, and that teaching in this Christian school is God's direction.
- The teacher will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40) and as an example to parents and fellow faculty members in judgment, dignity, respect and Christian living. This includes but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs and the use of vulgar and profane language. (Col 3:17, Titus 2:7 & 8, 1 Thess 2:10, 1 Thess 5:18, 22-23 and James 3:17-18).

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- The teacher agrees that the Bible dictates the standards for sexual behavior. Any promiscuity, homosexuality or deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of male and female are clearly defined in scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Deviation from scriptural standards is ground for termination. (Romans 2:1-2, 1 Cor 6:9-20, Eph 4:1-11, 5:3-5, 1 Thess 4:3-8, 1 Timothy 4:12, 2 Timothy 2:19-22, 1 Peter 1:15-16, 2:15-17, 1 John 3:1-3).
- Any previous agreements whether written or oral are fully merged into this agreement and no other agreement, statement, or promise other than those
- contained in this contract shall be valid or binding on either party. This agreement shall be interpreted under the laws of the State of Virginia.
- As an employee, you serve in our ministry as a minister of the gospel and represent Christ to our students and parents. You must serve as a Christian role model on a 24/7 basis.
- The employee agrees that if at any time during his/her employment that he/she cannot hold true to the above and find himself/herself out of harmony or sympathy or in discord or disagreement with the philosophy standards, or the administration of the school, he/she will immediately make that fact known to the Director. Unless the lack of harmony, discord or disagreement can be harmoniously adjusted without publicity, the employee agrees to voluntarily withdraw from this employment or be subject to termination for cause.

CULTURAL COMPETENCE MISSION STATEMENT

ERBDC will value employees, students and parents as evidenced by fair practices and high expectations. We will create a climate where dignity and respect are encouraged and modeled so that everyone enjoys equitable opportunities for professional and personal fulfillment.

PUBLIC DISCLOSURE/CODE OF COMPLIANCE STATEMENTS

Child care centers operated by religious institutions may be exempt from licensure, per § 63.2-1716 of the *Code of Virginia*, if the religious institutions submit certain documents to the Virginia Department of Social Services prior to opening the child day center and then annually prior to the expiration date of their exemption.

The Virginia Department of Social Services, Division of Licensing, may send inspectors to these facilities only to confirm that they are in compliance with Code requirements and to investigate complaints.



1. Enrollment Capacity

- Our Center serves children ages six weeks through Pre-Kindergarten in addition to a Before and After-school program for children up to age twelve. The Center will not exceed an enrollment of **80 students**. We open at 6:00 AM and close at 6:00 PM, Monday through Friday.
- Enrollment of Children: Before a child may attend the center, ERBDC will obtain documentation that the child has been adequately immunized according to the code of Virginia and applicable state board of health regulations as well as providing the School Entrance Health Form.
- All areas of the premise accessible to children are free from obvious injury hazards, including and maintain adequate surfacing material under playground equipment.

2. Building Space

- Elizabeth River Baptist Day Care is located at **601 Sparrow Rd. | Chesapeake, VA 23325**. We use 12 rooms in the Elizabeth River Baptist Church Building; 10 classrooms, one as a lunch room, and 2 as offices. The total size of the church is 24,750 sq. ft. The worship center will be used for special occasions. We also use two

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fenced in play areas located behind the Church building across the rear parking lot. These areas will be maintained to ensure a safe environment.

- b. Play equipment consist(s) of: Swings | Little Tykes Rock Wall | See Saw | Little Tykes' Slides | Little Tykes Play Kitchen | Tracking Wall | Outdoor Easel | Small wooden bridge |
- c. Other Significant Features of The Facilities Include: Asbestos ceiling tiles on the 2nd floor. Asbestos, in good condition and left undisturbed is unlikely to present health risks. The risks from asbestos occur when it is damaged or disturbed where asbestos fibers become airborne and can be inhaled.

3. Student to child ratio

- a. For Infant through Toddler 1, the classes will not exceed a ratio of 1:4. Toddler 2, 1:5. Jr. Preschool, 1:8. Preschool through Pre-Kindergarten, 1:10. Before and After School Program/School Age Camps 5 - 9 yrs. Old, 1:20. School agers 9-12 yrs. Old will maintain 1:25 ratio. Mixed age group will maintain a ratio for the youngest child in the group.

4. Public Liability Insurance

- a. Elizabeth River Baptist Day Care is covered by public liability insurance which provides coverage in the event that someone brings suit against the religious institution for personal or bodily harm suffered during the operation of the center as a result of negligence.

5. Program Schedule

- a. Jr. Preschool through Pre-Kindergarten sessions are offered September through June (the dates will be according to the yearly Elizabeth River Baptist Day Care calendar that is given out at the beginning of the school year).
- b. We are closed for the following holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Election Day, Thanksgiving Day and the Friday after, and the week of Christmas. (Teacher work days are scheduled throughout the year and will be announced in advance)

6. Staff Qualifications & Health Requirements

- a. Employees of Elizabeth River Baptist Day Care will meet the following qualifications. Each employee is certified annually, by a physician, to be free and from any communicable disease and disability that would prevent them from caring for children.
- b. Employees of Elizabeth River Baptist Day Care will be trained annually on CPR, First Aid, AED, Infectious and communicable diseases, recognize signs of child abuse and neglect, Daily Health Observation, Safe Sleep and SUIDS Prevention, Shaken Baby Syndrome/Abusive Head Trauma, Health and Safety, Food and Allergic Reactions, and a minimum of 24 hours (Administration), 16 hours (FT staff), 10 hours (PT staff) of Early Childhood Education Professional Development.
- c. Handwashing is required by children and staff upon arrival and before handling food.
- d. Employees of Elizabeth River Baptist Day Care will undergo; prior to employment and update as required, Background Fingerprinting check, Criminal history check, and Child/sexual Abuse background check.

7. Food Service

- a. Elizabeth River Baptist Day Care will **not** provide food and do not require a kitchen. Families will provide morning snack, Lunch, and afternoon snack.

MAINTAINING CONFIDENTIALITY

Teachers and staff will not discuss private and confidential information regarding the programs, fellow employees, families, or children with anyone outside of ERBDC. Teachers and staff will not discuss children's development or

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situation with any other parents in the program. The only exception to this is authorized personnel on a need-to-know basis, particularly as it related to mandated reporting laws.



MONETARY INFORMATION

Wages will be set for each employee according to the agreement between the Director and the applicant/employee. Raises are given at the discretion of the Daycare Director. ***Monetary information is confidential and is not to be discussed with anyone in or out of the Center.*** We will do our best to give an annual review and a raise upon review results.

TUITION REDUCTION for STAFF CHILDREN

All children of staff members may attend ERBDC at one half (½) of the normal tuition during active full-time employment at ERBDC. Registration fees will be waived; however, full educational materials must be paid. The child(ren) of the staff member is only allowed to be present in the Daycare Center when the staff member is working and must be approved by the Director otherwise. Children of a staff member who are participating in the Pre-School and Pre-K program may attend the Center whether or not the parent is working at that time at an additional expense. Staff member's children may attend day care on the staff's day off **if** full price day care is paid **and** the Director makes approval in advance. All tuition will be deducted from the employee's paycheck.

PROBATIONARY PERIOD

All employees will serve a ninety (90) day probationary period. During the probationary period the employee may be terminated by the Director without presenting specific reasons. At the end of the probationary period, the Director will evaluate the staff member.

HIRING, SUSPENSION, TERMINATION

All hiring, suspension, and termination of personnel of ERBDC will be done at the discretion of the Director. ERBDC is an "at will" employment environment. Many elements must be taken into consideration in the hiring process, the foremost being, serving the Lord's purpose for the need of the children and Christian harmony within the staff.

REQUIRED PAPERWORK

All employees are required to have a current physical, Criminal History Check and a Child Protective Service Background Check, Finger Printing, Valid Identification, Proof of Education, and voided check (payroll). Background Checks will again be performed every 3 and 5 years. We will pay for the checks. If you do not remain employed for at least one continuous year of employment the fees for these checks will be deducted from your last paycheck.

OFFENCES SUBJECT to IMMEDIATE DISMISSAL

- Behavior unbecoming of a Christian (on or off campus)
- Insubordination
- Refusal to comply with instructions of the Director or Assistant Director
- Refusal to accept a proper job assignment
- Falsifying application for employment, time sheets, and records
- Immoral conduct of any kind (drinking, drugs, sexual) during working hours
- Fighting
- Malicious damage to ERBDC and the church
- Unauthorized removal of Center property or staff property
- Gambling or unlawful games of chance on the premises
- Child abuse, neglect or endangerment findings and/or corporal punishment
- Reporting to work under the influence of alcohol or narcotics
- Use of obscene, abusive or threatening language
- Discussing complaints or problems within ERBDC to another staff member or clients of ERBDC



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- Sleeping on the job during working hours
- Smoking in the building, on church property or near the children
- Unauthorized use or disclosure of information or records
- Refusal to wear mandatory identification badge

OFFENSES SUBJECT to DISCIPLINARY ACTION

- Excessive absenteeism or tardiness
- Failure to report unexcused absences properly
- Leaving workstation during working hours without permission
- Unauthorized use of telephone for personal use
- Leaving your class out of ratio
- Creating unsafe or unsanitary conditions
- Not interacting with the children at all times
- Not being attentive to a crying child
- Unsupportive, negative behavior, comments regarding the Center, Director, staff or programs
- Inability to perform job functions as needed by the Center
- Failure to clock in and out when leaving the building for breaks and your shift
- Breaks taken in excess of the allotted time given
- Yelling or demeaning language towards a child or coworker
- Not following the proper chain of command
- Yelling at a child from across the room
- Unauthorized long-distance phone calls



(2019) To make our Center a more secure school, it is mandatory that each Classroom, interior of the building and exterior of the building have closed circuit security cameras. The Center Director will have access to the recordings and live viewing of all cameras for safety purposes. Disruption or vandalism of any kind will result in disciplinary action. Failure to comply will result in police action.

STAFF RELATIONS

If there is a concern, problem or lack of agreement between the Administration and the staff concerning the Daycare ministry, a written grievance should be submitted to the Director. After the grievance has been received, dated and accepted by the Director, a meeting will be scheduled and a decision will be determined by the Director. If the employee does not feel the issue has been resolved, he/she may take the grievance to the Daycare Committee. If the employee feels that the decision by the Daycare Committee has not resolved the grievance, he/she may appeal to the Pastor of Elizabeth River Baptist Church who will serve as the mediator between the employee and the committee. After reviewing all the information concerning the grievance, his decision will be final and binding.

Note: The Director is willing to discuss any issue or concern that may affect the Daycare ministry only. The Director is not qualified to counsel in anything but Daycare issues (unless they are licensed in other areas). If it is spiritual or personal, we recommend that the employee be referred to the Pastor (or their Pastor) or a professional counselor. It should be noted that the Director is not protected by clergy confidentiality.

RESIGNATIONS

If an employee is unable to remain at ERBDC it is required that the employee give two (2) weeks written notice. Failure to give two (2) weeks' notice in writing will result in forfeiting any vacation time still owed to the employee. If the notice is not fulfilled, all vacation time will be forfeited. If an employee was not employed for one complete year, the fees for their Background check(s) and Health Screening Reports will be taken out of the employee's final check.

SCHEDULING of HOURS

Each employee will be expected to clock in and out daily according to their scheduled time. Employees will only be paid for these hours approved in advance by Management. If the employee worked extra hours other than the

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approved hours assigned, the employee **will not** be compensated. Your shift hours may change depending upon the needs of the Center. You will be given notice of new working hours by Administration.

NON-SCHEDULED HOURS



Regular staff members may be called on for a reasonable amount of extra time in preparation for meetings, open house, and other special events in connection with duties listed on individual job descriptions, or as required by the Director. Excess hours, whenever possible will be shared by the staff and will be as fair as reasonably possible. Every staff member is required to attend and help clean up after events each year.

ENROLLMENT AFFECTING SCHEDULED HOURS

When enrollment is down, the Center's needs will be adjusted accordingly. At this time, staff hours may be reduced from the original agreement. Staff hours and schedules are always subject to change depending on the needs of each individual room or for the good of the entire Center. If enrollment demands decrease for an upcoming school term or during the summer sessions, staff hours and/or positions may be cut. Every effort will be made to employ willing staff members.



VACATION and MATERNITY LEAVE (2020)

Requests for vacation or any time off must be submitted in writing at least two (2) weeks in advance. Vacation leave will be granted on a first come basis providing adequate coverage can be arranged. No more than two (2) people may take a day off at the same time. Split weeks are prohibited as it makes it difficult to cover classroom ratio.

Vacation Leave: All full-time employees (those who work thirty-seven (37) consistent consecutive hours a week or more will be eligible up to forty (40) hours paid vacation leave following the completion of one (1) full year of full-time employment. After the completion of five (5) years of full-time consecutive employment the employee will be eligible up to eighty (80) hours of paid vacation. All vacation time must be used by your anniversary date or the time will be lost. Hours **may not** be carried over to the next year.

Part-time employees (those who work 36 consistent consecutive hours a week) will be eligible after 1 year of employment, average hours worked. After 5 years; 2 weeks average hours worked. Hours **may not** be carried over to the next year. **Any employees using vacation time during the week the center is closed for Christmas break must be approved prior to request.** Any employees requesting vacation time during the first week of school and the last week of school must be approved prior to request as it makes it difficult to cover classroom ratio.

Maternity Leave: Maternity leave will be granted by the Director. Your expected leave should be submitted in writing to the Director at least three (3) months in advance. The dates should include the expected return date of employment. Additional time may be granted only with the required recommendation of the employee's doctor in writing. The employee is guaranteed a position after maternity leave; however, the hours and classroom may have changed due to the staffing needs of the Center.

Paid Holidays: Each full-time staff member will be paid for the following holidays for their average daily hours worked for the holidays as long as the staff member is scheduled to work the day before the holiday **and** the day after the holiday, Labor Day, Thanksgiving Day, Christmas or New Year's Day (depending how the holiday falls during our Christmas Break), Memorial Day, and Fourth of July. Staff will only be paid for the holiday, if on that holiday, the staff would normally be scheduled to work on that day. Staff **will not** be compensated for days off work due to weather, and/or other acts of God.

APPOINTMENTS



All employees must attempt to make appointments after working hours. The Director reserves the right to refuse time off for these appointments if it puts the Center's ratios in jeopardy.

JURY DUTY

Employees assigned to Jury Duty will be compensated for the difference in pay during the assignment. Leave for Jury Duty shall be requested as soon as the employee receives notice of Jury Duty. Employee will have to show documentation of Jury Duty to Administration.



HEALTH SCREENING

Your health is important to us. It is mandatory that you obtain a physical and TB Screening prior to being employed by the Daycare and annually thereafter. The cost will be paid by ERBDC. This is the only testing required by the Daycare and is required by the Commonwealth of Virginia.

STAFF ILLNESS (2022)

Employees with symptoms of infectious diseases, including COVID-19, influenza, respiratory syncytial virus (RSV), and gastrointestinal infections should stay home and get tested for COVID-19. Staff who are at risk for getting very sick with COVID-19 who test positive should consult with a healthcare provider right away for possible treatment, even if their symptoms are mild. Staying home when sick can lower the risk of spreading infectious diseases, including the virus that causes COVID-19, to other people.

According to applicable laws and regulations, our center permits flexible, non-punitive, and supportive policies encouraging sick staff to stay home without fear of retaliation, loss of employment, or other negative impacts.

Recommendations for close contacts to quarantine, wear a well-fitting mask, and get tested will vary depending on vaccination status and history of prior COVID-19 infection. Regardless of the current COVID-19 community level, people who have come into close contact with someone with COVID-19 should follow the recommendations outlined on the CDC webpage.

PROFESSIONAL DEVELOPMENT (2024)

According Center regulations all staff members, regardless of their previous education and experience, will be expected and required to continue the study of educational practices and methods in the field of Early Childhood Education in general and in Christian education in particular annually. Every effort should be made to keep abreast of new research and new knowledge in education, and especially in the field of early childhood education. Each Program leader is required to obtain **twenty-four (24) hours** of Early Childhood Education and business-related management training. Each Early Childhood Educator employed is required to obtain **sixteen (16) hours** of Early Childhood Education each year of his or her employment based upon the school year (Sept. to Aug.). Health and Safety Professional Development is required in addition to the annual Early Childhood Education professional development. **Professional Development in Child Development and Health and Safety is required by the state as a yearly training.** Additional Professional Development may be required by Administration.

This continued study and Professional Development may take place on the employee's own time outside of regular working hours and as recommended by the Director. **These hours are the responsibility of the staff member to obtain on his or her own.** Methods employed may include, but not limited to:

- In-service training
- classes at the center
- special workshops within the community
- webinars
- attendance at recommended meetings
- workshops
- and/or seminars, and enrollment in pertinent courses offered by colleges and universities.

Staff members are encouraged to study:

- Current books
- Literature
- Educational journals



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- and periodicals to better himself or herself.

In-service meetings may be held throughout the year, and all staff members are required to attend and will be compensated. Every effort will be made to keep the meeting under an hour.

CLASSROOM ENVIRONMENT AND EXPECTATIONS

Many parents in America may have heard of the Montessori Method for preschool education, but increasingly, more parents are also enrolling their children in preschools based on the Reggio Emilia approach – another popular and established method of preschool education.

Known to create confident communicators who are not only independent thinkers but also lifelong learners, the Reggio Emilia approach has been around for nearly seven decades. It is uniquely characterized by three important concepts: respect for the child, an emphasis on building relationships, and the power of the learning environment.

Who Is Reggio Emilia?

It sounds like a person's name, doesn't it? But the truth is, Reggio Emilia isn't a person at all! The name comes from a small city in northern Italy where they've long been known for focusing their education on early childhood success.

What Is the Reggio Emilia Approach to Teaching?

At heart, the Reggio Emilio approach to teaching centers on the belief that children are born with amazing potential and come to our classroom with a wide range of abilities that we can foster. The educational philosophy sees the potential in children to develop and sees our students as having rights of their own.

What Is the Difference Between Reggio and Montessori?

The Reggio Emilia approach has ties to Montessori instruction for sure – both give the child room to lead their own education, and both see a child's desire to learn. Both Reggio Emilia and Montessori philosophies have a deep respect for the child.

But where Maria Montessori created specific materials for children to learn from, there's more leeway in the Reggio Emilia approach, at least as far as teachers are concerned. And that can make this philosophy easier to adapt to a public-school classroom.

But, how is it possible to incorporate elements of this learning philosophy into a classroom with a strict curriculum to adhere to? [How to Incorporate the Reggio Emilia Philosophy in Your Classroom](#)

First off, it's worth noting that you don't have to adopt the whole Reggio Emilia philosophy – you can pick and choose the approaches that work for your class – in order for your students to benefit. That said, here are our top ways to incorporate the Reggio philosophies into your classroom right now.

Learning Environment

- Think of your classroom environment as the third teacher.
- Take some time to look around your classroom, and ask yourself, is this environment inviting and captivating?
- Materials need to be easily accessible, uncluttered, and inviting.
- Create a nurturing, home-like environment. This isn't hard to do in an everyday classroom.
- Little touches, such as framed pictures, a vase of flowers, or a nice rug can help create a home-like environment.
- Try to use as much natural light as possible, and don't overload the classroom with bright colors.
- Use colors that are very neutral and ensure a strong nature theme throughout.
- Reggio Emilia-inspired classrooms are not themed for particular topics. Rather, areas are themed for particular learning areas, such as a Math Exploring Area or a Science Exploring Area.
- These areas can have items that relate to the topic you are currently teaching under the curriculum.



Embrace Play-Based Learning

One of the many reasons the Reggio Emilia approach has gained popularity is because of its attention to play-based learning and its myriad benefits. Once a bastion of fancy private schools, play is here to stay!



- These activity tables can be linked to what they are learning about in the classroom, as well as having a strong link to the Reggio way of learning.

Be a Co-Learner

We think most teachers already have this part of the Reggio Emilia philosophy down pat, but it never hurts to revisit!

Here are some key points:

- Provide knowledge, and help guide your students.
- Be a co-learner in their discovery.
- Listen, observe, document, and reflect.
- Provide stimulation of discovery through dialogue.
- Encourage your students to wonder and think.
- Develop students' own questions and questioning skills.
- Allow time for learning conversations.
- Documentation is another important element.



Encourage Parent Involvement

It's sometimes easy to forget that parents are a child's first-ever teacher. The Reggio Emilia philosophy believes in strong parent involvement in the classroom environment. Clear channels for the sharing of information, communication, cooperation, and partnership with parents are vital.

Appreciate the Work

Art and creativity are key elements of the Reggio approach. Displaying students' work is important to make them feel appreciated as a learner within their environment. By using photos of your students, they instantly feel welcomed into the classroom environment like a home. The display doesn't need to be a piece of artwork, it could be a writing piece your students have been working on.

Why are we Reggio Inspired?

The Reggio Emilia approach is an early education or preschool philosophy that uses four key principles to focus on a child's natural development. The approach is both child-centered and directed, taking the philosophy that learning must make sense to the student (even the youngest students) in order to be effective and meaningful. A child's point of view is completely respected and the student is encouraged to follow their own educational path. It is

believed that a child's driving sense of curiosity, along with their inherent potential will foster an interest in learning, allowing them to learn and succeed long-term. It is that curiosity and potential that should ultimately set the path and the direction that any and all learning will follow.



A background in Reggio

First, it's important to have a base understanding of what the Reggio Emilia approach is and what it isn't. According to the North American Reggio Emilia Alliance, the approach entails "a deep knowledge in theory and community-constructed values that have been and are continuously being translated into high quality early childhood practices" (NAREA, 2021). Teachers using this approach have an understanding of Vygotsky, Piaget, and Dewey, to name a few. Social construction of knowledge is key, allowing children to be actively involved in their education. Modern methods like project-based learning are similar in their approach. A Reggio-inspired teacher seeks to create a space that supports children in all forms of development. This space goes far and beyond the physical space but includes the concepts, projects, activities, discussions, methods, and exploration that students experience.

The Reggio approach is not just a way to decorate a classroom. While the physical environment plays a role, there is much more to being a Reggio-inspired classroom than the colors of the rug or the types of bins used. You will get some tips in the next section about colors and materials, but without more background and learning, it will just be decoration.

There are multiple ways to learn about the Reggio Emilia approach from observing in Reggio learning centers and talking with Reggio educators to reading books and attending conferences. Learning about the history of Reggio Emilia and working in Reggio-inspired early learning centers jumpstarted our journey into the Reggio world.

To start your own Reggio journey, we suggest starting with your **mindset**. There are so many things about the approach that differ from traditional classroom design, instructional materials, planning, and activities. So, ask yourself the following questions and consider your responses:

What role do the children play in their learning?

What role do I play in children's learning and within the classroom?

What role does the classroom space play in children's learning?

Answer honestly and completely. Your answers will help you either begin to shift your thinking surrounding the role of yourself and your space, or you may realize that you see those roles in a different way than the Reggio approach. The next step is to start building some background.

A great place to start is the North American Reggio Emilia Alliance website. There, you can find lots of information about the Reggio approach. Also use the next page's questionnaire as an additional guide in your Reggio approach.



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self-assessment

1. How does the learning space feel? Is this a place I feel welcomed?



2. Are my values for learning and children reflected in the space?



3. Is the space aesthetically pleasing, calming and free from distractions and clutter?



4. Does it feel welcoming, cozy and inviting?



5. Can children access materials independently?



6. Are there various spaces to encourage flexible learning?



7. Are materials presented in an attractive manner that invites children to use them?



8. Are materials open-ended to encourage imaginative play?



9. Do materials, toys, books and games represent your students' interests? {and deeper learning?}



11. Are children honoured as artists and creators?



12. Is there evidence of children's learning? (not commercial-style alphabet posters, number lines...)



13. Does the space encourage you to make art, experiment, explore science, write stories and make music?
If so, would you have everything you need?



Reggio Emilia Curriculum

When creating a Reggio Emilia curriculum for your early childhood classroom, it's necessary to incorporate the four principles of the teaching method. It helps ensure a well-rounded educational experience that allows your children to flourish independently as they learn and explore their interests.

Early childhood education is designed to help children develop the skills they need to be successful inside and outside the classroom. While Reggio Emilia calls for children to control their experience, the work you do in building the curriculum and guiding children to explore their interests is what makes it successful. As you build your curriculum, create opportunities for you to listen to their interests and then provide opportunities for them to explore them.



It may not be explicitly obvious, but creating a Reggio Emilia curriculum begins with observation. You'll need to know and understand your children to create an emergent curriculum with projects that cater to and encourage the child's interests. To help uncover their "100 languages," ask them about their likes and dislikes. Pay attention to what they talk about. Allow them opportunities for free play to learn what games or toys they play with. Try to uncover what questions or curiosities they have about particular subjects.



The Hundred Languages *Loris Malaguzzi*

The child
is made of one hundred.
The child has
a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.
A hundred always a hundred
ways of listening
of marveling of loving
a hundred joys
for singing and understanding
a hundred worlds
to discover
a hundred worlds
to invent
a hundred worlds
to dream.
The child has
a hundred languages
(and a hundred hundred hundred more)
but they steal ninety-nine.



The school and the culture
separate the head from the body.
They tell the child:
to think without hands
to do without head
to listen and not to speak
to understand without joy
to love and to marvel
only at Easter and Christmas.

They tell the child:
to discover the world already there
and of the hundred
they steal ninety-nine.
They tell the child:
that work and play
reality and fantasy
science and imagination
sky and earth
reason and dream
are things
that do not belong together.

And thus they tell the child
that the hundred is not there.
The child says:
No way. The hundred is there.



Once you create a profile on your children, you can build this information into projects. These projects provide them with opportunities to explore their likes and use materials for hands-on learning to make connections between the classroom and life outside it. Because your children and their interests will vary from year to year, you'll likely need to modify your

curriculum between classes. Fortunately, your curriculum acts as a living, breathing extension of your classroom that will be able to handle quick change.



Central to creating an effective Reggio Emilia curriculum is your ability to make it cohesive. With collaboration being one of the four principles of the approach, you'll need to find ways to create opportunities for teamwork and partnership.

Collaboration in the classroom starts with you and the children, but it continues between them and their classmates. Small and large group work is characteristic of a Reggio Emilia curriculum, which is reflected in the classroom layout. As you teach, use the children's interests to assign their groups. This creates the chance for genuine engagement and lets them learn, question, and explore with their like-minded peers.

While families aren't in the classroom daily, they're an essential part of it. This goes back to one of the founding principles of Reggio Emilia that encourages their participation. As you develop your curriculum, talk to parents to learn more about their child. Create projects that require their involvement, whether that means helping the children create or watching them present a completed assignment. Figure out how you plan to contact them and share their child's progress and work.

Creating a Reggio Emilia curriculum means ensuring the children are connected to their interests, classmates, parents, and you as the educator. Additionally, forming a connection between the children and their environment is another significant element in executing an effective Reggio Emilia curriculum.

REGGIO EMILIA PRINCIPLES

The Reggio Emilia philosophy is based upon the following set of principles:

- Children must have some say over what they learn; additionally, the senses play a big role in the learning process.
- Children engage with their senses to help them learn and fully process something.
- Children are encouraged to interact with other children and explore the world through material items and relationships.
- Children should be encouraged to always express themselves and be given infinite means and opportunities to do so.

GODLY PLAY

Making meaning through story, wonder, and play, our teachers will encourage Godly Play throughout the child's day through provocations, invitations and morning Bible time. It is our goal to nurture the children's spiritual lives by honoring the centrality, competency, and capacity of the children in our care in their daily classroom routine.

Godly Play is an imaginative approach to spiritual nurture through the telling of biblical and liturgical stories, wondering, and play. It is a way of creating time and space for children to be, not just to do and is about process rather than product including the key elements of; space within a safe environment, process that values openness, questions and discovery, imagination for playful exploration and deepening spirituality, relationships between children and with adults, intimacy in valuing themselves and others and trust in the power of the story, allowing for individuals spirituality and vulnerability.



- Godly Play spaces need structure, so that the children know what to expect and are able to build community together. The materials should be positioned in an orderly way that the children can reach them without help from an adult. There

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should also be a routine to the children's service, so that they learn what comes next without too many surprises.

- The children should have an appropriate measure of freedom in making decisions about how they want to spend their time. In each classroom, all the stories and all the art materials are available at each part of the day.

ROOM ARRANGEMENT

As most teachers would agree, creating a classroom environment usually involves money, shopping, and lots of stuff. It's quite the opposite when setting up a Reggio-inspired space. Children are the main focus. Their artwork, quotes, work samples, and creations are what will "decorate" your space. A Reggio-inspired space uses the walls as a canvas for children rather than a place to fill with teacher-created materials. Blank walls are encouraged in the beginning of the year. Bulletin boards are left empty, ready to be covered with self-portraits, name art, a study of the school campus, or photos of children and their families.

In terms of materials, you will notice that most Reggio classrooms utilize natural elements like wooden crates or woven

baskets. This may or may not be what you currently use, but there is no need to throw out perfectly useful plastic bins. A Reggio-inspired space showcases the children, leaving the materials, walls, rugs neutral. If you are lacking neutral colors or materials, what can you paint? Cover? Repurpose? If you have a choice of which colored bins you use, could you only use bins with more natural colors like blues and greens? Do you have clear bins? All of those things work perfectly fine. Over time, you can make swaps with other teachers, find items at garage sales, or repurpose found items.



It's important to state that there is nothing wrong with color! A neutral background lets the work of the children stand out, that's all. Neutrals can also mirror the child's natural environment, both outdoors and in their own homes.

When setting up the Reggio areas, think in terms of simplicity. A sensory table could easily be created with an affordable plastic bin and water. An atelier (art center) just needs paper and drawing materials. Loose parts have quite the open-ended concept, and you could bring in stones, pine cones, beads, coins, or other items that you may already own or find outside. There does not need to be an abundance of "toys" like Magna Tiles or marble runs. Use what you have for creative expression areas. If you don't have blocks for a building center, use rinsed out aluminum cans from your pantry at home. Continue to think in terms of repurposing.

DAILY CLEANING/HOUSEKEEPING

Keeping a childcare center or preschool clean and hygienic is crucial to creating a safe learning environment for children. Unfortunately, it's all too easy for germs and bacteria to spread like wildfire in these settings, making it critical to regularly clean and sanitize every nook and cranny of the facility. But with so many different areas to cover, it can be tough to ensure that every item is cleaned thoroughly. That's where a daycare cleaning checklist comes in handy. Not only can a cleaning checklist help you keep track of what has been cleaned and what still needs attention, but it can also help minimize potential health risks associated with unsanitary environments. In this article, we'll delve into why it's so important to have a daycare cleaning checklist in place and how it can help you maintain a safe and healthy environment for the children in your care.

The importance of cleaning and sanitizing your classroom

Cleaning and sanitizing your center are crucial to running a high-quality childcare program. Children are messy, and as a result, daycare centers can be a breeding ground for germs. If you don't attend to these everyday messes, germs can easily spread among children, educators, and workers.

Below, we look at the reasons why cleaning is such an important aspect of your daily operations:

Promotes a healthy learning environment

By prioritizing a regular cleaning and sanitizing routine you can keep your children, staff, and families healthy. Cleaning removes visible dirt and germs from surfaces, while sanitizing is typically done with weaker bleach solutions or sanitizing sprays to reduce the number of germs on surfaces to levels that public health codes consider safe. All of this helps to reduce the spread of germs and bacteria at your center.

Follows state guidelines

Proper cleaning and sanitizing are important not only for the health of your staff and children but also for compliance with state licensing guidelines. Guidelines will vary from state to state and are detailed in each state's licensing requirements.

Establishes a consistent cleaning routine

Elizabeth River Baptist Daycare needs to be cleaned and sanitized on a consistent basis. Certain surfaces or items will need to be cleaned and sanitized daily, while others, such as food preparation countertops and feeding bottles, will need to be cleaned and sanitized after each use.

To prevent buildup of bacteria and dirt, it's also important to deep clean certain surfaces on a weekly basis. This may include the outdoor playground, refrigerator, pantry, sink, toilet, and more. Look for hidden surfaces and nooks and surfaces that are behind or underneath different objects.

Minimizes exposure to toxins

As you plan for cleaning and sanitizing your classroom, also be aware of the products you, staff, or a cleaning service is using. In addition to surfaces the children can touch, you must also consider the toxic, hazardous chemicals found in some cleaning products that the children will breathe in.

The United States Environmental Protection Agency (EPA) provides resources for green cleaning, which entails using products without the most potentially toxic ingredients. Anytime cleaning products are used, even green ones, ensure

STEP 1 Gloves may be worn to protect skin. Always follow product label directions for personal protective equipment like gloves.

STEP 2 Spray the cleaning solution onto the surface.

STEP 3 Wipe the surface with a single use paper towel, a microfiber cloth, or a mop.

STEP 4 Rinse according to product label directions.

STEP 5 Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.

DESCRIPTION
All-purpose cleaning product. Safe to use on counters, floors, sinks, and other hard surfaces.

HOW TO USE

- Spray product on surface and wipe clean.
- For stubborn messes, let sit for a few minutes before scrubbing clean.
- Rinse with water. Do not leave any product residue on surface.

Important note:
Some cleaning products are ready-to-use and some are meant to be diluted with water.

Always follow product label directions!

www.cdpr.ca.gov | [SCCIPM 27 (4/2020)]

dpr Department of Pesticide Regulation | California School & Day Care IPM | UCSF School of Nursing | CALIFORNIA CHILD CARE HEALTH PROGRAM

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that surfaces are thoroughly dried before children touch them and be sure to open windows as you clean to keep fresh air circulating.

Daily cleaning checklist

The Centers for Disease Control and Prevention (CDC) has recommended procedures for cleaning and disinfecting early care and education settings. Some daycare areas need daily cleaning such as floors and door knobs, while areas like eating and diapering surfaces require a more rigid and thorough cleaning routine after every use.

To help you manage your cleaning checklist, assign convenient time frames during the day to each cleaning task to ensure that crucial areas such as tabletops, toys, and play surfaces are cleaned as needed.

Surfaces that need to be cleaned daily include: Infant and toddler toys

- o Counter tops
- o Door knobs and cabinet door knobs
- o Drinking fountain
- o Napping blankets, if they're shared
- o Toilets and sinks
- o Floors

Some surfaces are sensitive and must be cleaned and sanitized after every use. They include:

- Potty chairs
- Isolation areas
- Diapering spaces
- Dining tables after meals
- Food prep areas
- Kitchen sinks
- Mouthed toys
- High chairs (before and after meals)
- Dishes and utensils

Other daily cleaning tasks that can arise include:

- Wiping liquid spills and splashes
- Dusting furniture
- Vacuuming both sides of your carpet or rugs
- Opening the windows for clean air circulation
- Cleaning the fridge
- Cleaning storage rooms
- Defrosting the freezer
- Cleaning out food trapped in the dishwasher
- Scrubbing kitchen floors
- Emptying garbage cans



Weekly cleaning checklist

Areas that require weekly cleaning, sanitizing, and disinfecting include:

- Walls
- Refrigerators
- Books and bookshelves
- Older children's toys
- Art rooms and art supplies
- Nap mats and blankets
- Trash cans
- Cribs and bedding

Wet wipes

Wet wipes are more convenient than wet towels. They can help clean up minor messes, sticky surfaces, and children's hands. Cleaners can carry some wipes in their pockets, and you can also place them near large trash cans around the school. Other places you can put wet wipes include:

- Play area
- Kitchen
- Eating area

Paper towels

You'll need lots and lots of paper towels. An average daycare will use two or three rolls of paper towels in a day, but that amount can vary depending on the size of your daycare. You can use paper towels to clean dirty mouths, dry wet hands and disinfectant spray, and clean up minor spills.

Bleach

When removing stubborn stains and disinfecting items, good old-fashioned bleach is still our number one choice. However, bleach can be harsh on children's skin. Therefore, it's essential to rinse items or areas after using bleach. If possible, areas that need bleach for cleaning should be cleaned after school hours.

Disinfectant spray

You can use a disinfectant spray like Lysol for areas that require sanitizing when children are around. Ensure you confirm it's safe for children and follow the manufacturer's application instructions.

Vacuum cleaner

Vacuum cleaners are a game changer in daycare cleanliness. They can dry wet areas quickly and eliminate dirt and bacteria we can't see with our naked eyes. A vacuum cleaner also has special attachments to help you access hard-to-reach and hidden places.

Keeping our daycare clean is a top priority. A daycare cleaning checklist ensures that any cleaning crew member can clean the facility if the need arises and can also help you keep track of all areas that need to be cleaned so that important areas aren't neglected. With a thorough checklist in place, you can ensure your classroom is a healthy and safe place for you, your children, and families.



WORK APPAREL (2020)

The following guidelines are re-designed to promote a standard of appearance which enhances our learning and Christian environment while allowing for reasonable comfort and individuality. The staff is expected to dress appropriately for a school setting. Extreme apparel or appearance is not acceptable. "Fads" involving appearance or clothing that disrupt the instructional process will not be allowed. Specific dress code standards are given below:

Shorts and skirts of appropriate length and style are acceptable. Cut-offs or frayed shorts are unacceptable. Shorts should have at least a four (4) inch inseam. Should it appear to the Director or Assistant Director that the shorts or skirts are too short in length, the staff member will be sent home to change without pay for the time away from their job. A second violation will constitute a written reprimand, which will be entered into the employee's permanent file. A third infringement is grounds for immediate termination on employment.

Clothing apparel, which over exposes the body, is unacceptable. Tight or low-cut blouses or shirts, halter tops, see-through blouses, "braless" of any nature, or shirts with large open arms are unacceptable. Tank tops must completely cover the midriff, not showing any skin. No spaghetti strap tank tops unless a shirt is worn over or under it.

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Apparel, which advertises, glorifies, or symbolizes any illegal substance or substances illegal for use by minors will not be worn. Lewd or suggestive slogans may not be worn.

Foot wear **MUST** be worn at all times. Tennis shoes and sock are highly recommended. Flip-flops and high heels are unacceptable as they may cause injury to the teacher or children. "Pump" or "chunky" type heels are acceptable. This is for your safety due to tripping and running after the children.

All clothing will be appropriate, clean, and becoming of a Christian Daycare Staff Member. Employees are cautioned that the above dress code will be strictly enforced. Discretion in dress should be used to ensure that we maintain our standard of a professional, Christian Daycare.



TELEPHONE & SMART DEVICES (2022)

Employees are reminded that only emergency calls will be accepted in the office during working hours. Please arrange to have friends, family, and business calls referred to your home phone. The phone may be used at certain times with approval from the Director or Assistant Director.

Cell phone use is strictly prohibited while actively caring for

If you hear the ERBDC phone ring more than three (3) rings, please answer in a professional manner, (Ex: GOOD MORNING/AFTERNOON, Elizabeth River Baptist Daycare, [your name] speaking, how may I help you?)

WORK PLACE BEHAVIOR

Staff members are required to be a responsible Christian witness and supportive of ERBDC at all times. Staff members are to be friendly, courteous, and professional in dealing with the Director, Assistant Director, parents, church members, and all other persons walking in our building or on our grounds. In any matter requiring official statements on policy of the Daycare and/or any inquiries regarding enrollment or financial policy, please refer to the Director.

Smart Devices are for emergency calls only, this includes text messaging but may be used during breaks out of view of Families and classrooms. Smart Devices are not to interfere with your supervision and interactions of your job responsibilities with the children. If you are abusing your Smart Device privileges, you will be asked to leave your Device in the Director's office each day.



STAFF-PARENT RELATIONS

The key to remember when dealing with the parents is the old adage, "the customer is always right". Even if a parent may be totally "wrong" in a situation, we still have the responsibility to treat them with the utmost professionalism. All parental complaints should be **immediately** reported to the Director. If you have anything negative to say to a parent about a child's progress or behavior in a major area, please discuss the issue with the Director prior to discussing the issue with the parent. This is for your protection. Parents should always be greeted pleasantly each morning and afternoon. The Director or Assistant Director should first sign any written communication, other than day notes.

STAFF-STUDENT RELATIONS

All staff are required to act responsible and professionally in the care of the children at ERBDC, whether the child is specifically assigned to their care or not. At all times, staff members are to care for the children in a spirit of cooperation and Christian harmony. Also, each staff member should remain a Christian witness and role model for the children. If at any time there is a problem with the child, **NEVER** discuss the situation in front of the child or any other children.

If a child needs discipline while in your care please be aware of the following:

- Was Positive Behavior Guidance given?
- Was the child's Behavior Plan implemented?
- Was the child adequately warned prior to committing the error?
- Have you followed through with all the warnings?
- Does the child know why the discipline is given?
- Does the punishment fit the offence?
- Did you use positive redirection or have the child use a calm down area to help self-regulate their emotions?
- NEVER use corporal punishment, this will be reported to Child Protective Services.
- Remember, an escalated adult cannot de-escalate and escalated child! Seek support from another staff member or administration.
- Send a child to the office for major physical issues, (biting, hitting friends or adults).
- NEVER withhold food, drink, or bathroom privileges from a child for punishment.
- Always fill out an incident/accident report, have the parent sign it and return it to the office.
- Always hug and forgive the child following discipline.

CHILD CLEANLINESS (2022)

Preschoolers generally could care less about their appearance, which is why we need to take special care that the children remain as clean as possible. Hands and faces must be washed regularly (hands especially). Most childhood illnesses can be avoided by use of good hygiene. All hands must be washed, including staff and children, before and after meals, after restroom usage, after going outside and sensory play.

SAFETY and EMERGENCY CARE

At all times, staff members are to be observant and aware of potential safety problems. Staff members are to exercise good judgment in planning activities, and try to foresee any problems that may arise. Accidents, for the most part can be prevented by proper supervision and common sense. For that reason, children are not to be left unsupervised for any period of time. Breaks may be necessary during the day for the staff member, in which case another staff member may be asked to look after your class, providing both classes are still in ratio.

Rules to Remember:

- No running inside.
- Close supervision when hot plates or knives are used for classroom cooking.
- Sharp toys should only be used while seated.
- Avoid "kid pile ups" - don't allow too many children in a small amount of space.
- Do not allow rough play or wrestling.
- Watch heavy doors around little fingers.
- Children under safe supervision will less likely have accidents than a group that is wild or loosely supervised.
- Children should be within sight and sound at all times. School age is the **ONLY** group that can be within sound for going to the restroom and getting a drink **ONLY**.



Application of First Aid:

Minor bumps and scrapes are unavoidable for small children. First aid supplies are available. There is a First Aid Kit located on each floor of the building. An incident/accident form will be filled out for each incident, signed by the parent and returned to the office. If any medication is administered, it needs to be documented in the medication logbook.

If there is a possible contact with bodily fluids, gloves are to be worn. In case of a severe injury, the staff member should call upon the Director or Assistant Director to assess the severity of the injury. The paramedics and the parents will be called immediately. The staff member responsible for the child should get the child's file containing the child's medical

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information and medical consent form. A staff member will accompany the child to the hospital if the parents have not arrived.

If an injury occurred by a physical plant condition that needs a maintenance request, inform Management by filling out a maintenance request form and give it to Management.

Injury Prevention:

In order to make the Daycare safe for the children and staff, a daily inspection of each room in the building and playground will be made by the teacher(s), this includes, all electrical outlets are to be covered, all cleaning agents are to be locked and out of reach of children, make sure the floor and carpet are clean, if it is not, Administration needs to be notified, and only age-appropriate materials are to be in the classroom.

All repairs that need to be addressed must have a green maintenance sheet.

Medication Procedure:

The parent must fill out a medication authorization form. Medications must be in the original container, must be age and dose appropriate, and not be expired. Child's name needs to be on the medication. Refrigerate medications if needed. All medications must be in a lock box. There is a medication box for refrigerated medications.

Fill out medication logbook and the medication authorization sheet signed by the parent. It is the teacher's responsibility to remember when the child needs the medication.

UNIVERSAL PRECAUTIONS

Hand Washing

- Before and after all meals
- Before and after sensory games
- After diapering each child (staff)
- After diapering/toileting (children)

Daily Cleaning

- Disinfect tables before and after each meal
- Disinfect diaper area after each child
- Disinfect as needed according to illnesses
- Disinfect infant toys daily
- Disinfect toddler toys weekly

Body Fluids

- Wear gloves at all times
- Disinfect all areas infected with fluid
- Disinfect as needed according to illnesses



PLAYGROUND SAFETY PLAN

1. Put a note up indicating where your class can be found when not in the classroom
2. No teacher is permitted on the playground without another teacher present
3. A teacher must be in the middle of the parking lot when the children are crossing the parking lot to stop oncoming cars
4. Infant and Toddler children will be transported by wagon
5. Teachers are to walk the playground looking for debris and hazards
6. Teachers are to stand in designated areas including fall zones and exits
7. Teachers are to interact with the children and have fun
8. Head counts are to be done at least every ten (10) minutes
9. Police the playground for "gumballs" and remove as many as you can
10. Fluff mulch as needed
11. Redistribute mulch near fall zones and tripping hazards as needed

EMERGENCY EVACUATION PLANS

FIRE DRILL: You will hear a long continuous ring

Follow the escape route diagram located by the door in each classroom. Close all windows, turn off the lights, and close the door behind you. Take your attendance sheet with you on the drill. Do a quick head count as you leave the room. Do another head count as you arrive at your destination outside. All children behind the gate, use wagons and cribs to evacuate quickly and easily. If for some reason your exits are blocked, go out the window. Fire ladders are provided on the second floor for window exits.

TORNADO DRILL: You will hear on and off ringing

Everyone located on the Second Floor are to evacuate to the First Floor. We will meet in the hallway between the double doors near the Library and the Chapel. Once everyone is accounted for, the double doors will be closed. Take your attendance sheet with you. A quick head count needs to be done before you leave your room and another head count when you arrive in the hallway. All children are to sit with their hands over their head for protection.

CODE RED:/LOCK DOWN: You will be notified by intercom

This will be used only in the event of a threat. Close all windows and doors. All exterior doors will be locked. Do not come out of your room unless instructed by the Director. If needed, further instructions will be given.

DIAPER CHANGING PROCEDURE

1. Get supplies ready ahead of time: diaper, wipes, gloves, etc.
2. Place the child on top of the changing table.
3. Place gloves on your hands. (Single use gloves are available for BM diapers)
4. Change child's soiled diaper and put a clean diaper on.
5. Encourage children to wash their hands after diapering.
6. Throw away the soiled diaper, spray changing table with disinfectant and wipe down with a paper towel.
7. Wash your hands with soap and running water immediately after changing the child and
8. cleaning the area. This needs to be done before the next child can be changed,

The spread of many germs and infections can be controlled with the proper hand washing procedures.

SAFE SLEEP POLICY (2022)

Infant Safe Sleep



All childcare providers at Elizabeth River Baptist Daycare will follow safe sleep recommendations for infants to reduce the risk of sudden infant death syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases.

1. Infants will always be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commissions safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult (Between 68°F to 75°F). Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed
7. Sleeping infants will be actively observed by sight and sound.

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8. The infant's head will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be placed 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. In the rare case of a medical condition requiring a sleep position other than on their back, the parent must provide a signed waiver from the infant's physician.
15. Our child care program is a smoke-free environment.
16. Our child care program supports breastfeeding.
17. Awake infants will have supervised "Tummy Time".

ABSENCE of a CHILD RETURNING from PUBLIC SCHOOL

If a child has not arrived at ERBDC from the school bus or ERBDC van, notify Administration immediately. Admin will then contact the parents and the school to find out the whereabouts of the child. Administration will then notify the teacher of her findings.

A MISSING CHILD

If a child is missing from your classroom notify Administration immediately. The building will then be locked with staff posted near all exits. All rooms will be checked including unused rooms and restrooms. If for some reason the child is not found the parents will be notified along with State Enforcement and Child Protective Services.

SEXUAL HARASSMENT AND OTHER UNLAWFUL HARRASSMENT

Sexual harassment will not be tolerated under any circumstances. Elizabeth River Baptist Church and Day Care is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, language, humor, or comments based on individual's gender, race ethnicity, age, religion, or another legally protected characteristic will not be tolerated. Therefore, sexual harassment (both overt and subtle) is a form of volunteer and employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Individuals desiring to report an incident of sexual or other unlawful harassment must promptly report the matter to the Pastor or Day Care Center Director. Employees may raise concerns and make reports without fear of reprisal. Corporal Punishment is the infliction of physical pain on a child as a means of controlling behavior. This includes, but not limited to, spanking, shaking, slapping, thumping, or pinching a child. This behavior is not tolerated.

MANDATORY REPORTING of SUSPECTED CHILD ABUSE/ POLICY

The state law requires that employees at all child care Centers report to local authorities whenever they suspect that a child is being abused at home or at the Center. If a teacher is questioning possible abuse, the Pastor or Center Director should be notified immediately. Administration will document all information and will call CPS if the evidence is strong. The Pastor or Center Director will always be available to provide guidance, support and assistance to the person making the report. It is your responsibility to review the Protective Services Mandated Reporter Polices. Child Protective Services of Chesapeake, phone number **1-800-552-7096 or 757 382-2020**.

**THE 3 R'S OF
REPORTING CHILD ABUSE**



Elizabeth River Baptist Church and Elizabeth River Baptist Day Care Center, Inc. will not tolerate child abuse in any form; physical, verbal or sexual. Child Abuse/Neglect Reporting forms are available in the church office and Day Care Center Director's office.

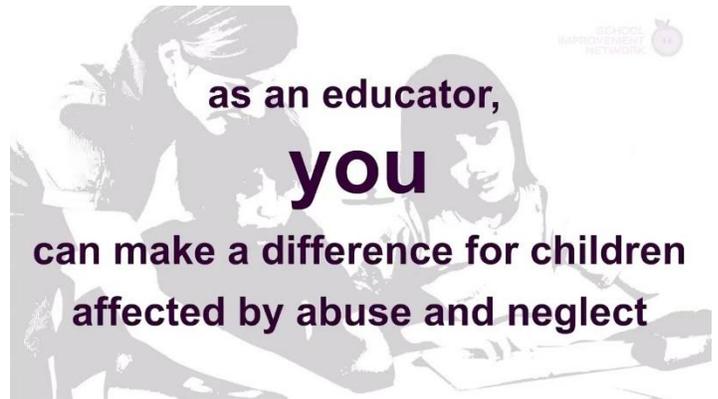
Please keep in mind at Elizabeth River Baptist Day Care:

Elizabeth River Baptist Daycare
601 Sparrow Road | Chesapeake VA 23325 | 757-420-3341
www.elizabethriverbaptistdaycare.com

1. We endorse and encourage an open-door policy that allows parents and families to visit the facilities at any time, unannounced.
2. We require screening of prospective volunteer's and employee's past employment record.
3. We actively encourage comments and suggestions.
4. Elizabeth River Baptist Church and Day Care are continually supervising and monitoring every situation on an unscheduled basis.
5. We are aware of our legal responsibilities as mandated reporters of child abuse and have done so and will continue to report any suspected acts of abuse.

IF A COMPLAINT WERE TO SURFACE from a parent to us directly, we

- Listen, take notes, question, and generate specifics
- Immediately interview staff
- If abuse is suspected, we will
 - Call Police
 - Call Child Protective Services
 - Call the insurance carriers
 - Call the attorney



Immediately place all individuals suspected of involvement on administrative leave without pay until outcome of investigation(s)

- If allegations are found unwarranted, we:
 - Inform the child's legal guardian(s) with the findings and inquire if the results are to their satisfaction or would like to request further involvement from state authorities
- If no further involvement is requested, parents will sign and date a written statement to the effect.
- IF LEGAL GUARDIAN(S) ARE NOT SATISFIED WITH RESULTS police will be contacted, child protective services, insurance company attorney, IMMEDIATELY ASK THE VOLUNTEER TO STEP DOWN/PUT THE DAY CARE STAFF MEMBER ON ADMINISTRATIVE LEAVE WITHOUT PAY

IF WE HAVE A COMPLAINT FROM A STATE OR LOCAL AGENCY, WE:

- Immediately inform the individual in question to step down/place on administrative leave without pay pending investigation(s)
- Inform insurance agency and Attorney
- Cooperate completely by supplying information, date and support to the investigation.
- Issue a Memo to all Families and Employees explaining the situation, urging complete cooperation with the investigation.

Report of Child/Adult Abuse/Neglect

Instructions: To be completed immediately upon knowledge or suspicion of child abuse or neglect. A copy of the completed form is to be submitted to the Pastor and/or Center Director immediately of the reported incident.

REPORTER (name of person completing form)

Date: ____/____/____ Time: _____ Center: Elizabeth River Baptist Day Care Name: _____
Title: _____ Address: _____
City: _____ Zip: _____ Phone: _____ Director/Designee: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: (last) _____ (first) _____ (mi) _____
DOB: ____/____/____ Class: _____ Gender: Male Female
Ethnicity: _____ Special Education: Yes No
Address: _____ City: _____ Zip: _____ Phone1: _____
Phone2: _____ Phone3: _____ Parent/Guardian Name: (last) _____
(first) _____ (mi) _____ Address (if different than child): _____ City: _____ Zip: _____
DOB: ____/____/____ Gender: Male Female Ethnicity: _____
Phone 1: _____ Phone 2: _____ Phone 3: _____

ALLEGED OFFENDER

Name: (last) _____ (first) _____ (mi) _____ Aliases/Nickname: _____
Relationship to Victim: _____ DOB: ____/____/____ Gender: Male
Female Ethnicity: _____
Address: _____ City: _____ Zip: _____ Phone1: _____ Phone2: _____
Phone3: _____ Comments: _____

INCIDENT

Date: ____/____/____ Time: _____ Location (i.e., bus, classroom): _____
Address of Incident (if different than school): _____
City: _____ Zip: _____

Alleged Maltreatment (check all that apply):

Neglect | Physical | Sexual | Emotional | Lack of medical care | Cuts | bruises | welts Sexualized Behavior | Domestic Violence | Lack of supervision | Burns/Scalds | Age Inappropriate Sexualized Behavior | Threats | Lack of basic needs (shelter, food clothing) | Unexplained injuries | Sexual Disclosure | Verbal Abuse | Substance Abuse | Broken Bones | Exposed to Pornography | Suicidal Ideation | Injurious Environment | Cruel Punishment | Death of a child | Bone Fracture | Dislocations/Sprains/Shaking | Abandonment | Poisoning | Incest | Lack of Supervision/Unattended | Emotional Neglect | Medical Neglect | Failure to Thrive | Other:

Describe: _____

* In cases of Suicidal Ideation, parent/guardian does not protect well-being of child §22.1-272.1 requires report. Describe the nature and the extent of the current injury to the child or the circumstances leading to suspicion that the child is a victim of abuse or neglect:

Describe the student's account of the incident:

•Who? _____

•What? _____

•Where? _____

•Why? _____

•How? _____ Witness or others who may have knowledge of the situation

(name _____, relationship to child _____, address and phone number):
_____ Describe previously known or suspected abuse to student or siblings: relevant to this report:



INCIDENT - BODY ASSESSMENT

Symbols: A - Abrasion Bl _____ State any information available to you which would be of aid in establishing the cause of the injuries and/or neglect:
_____ Describe the child's special needs or disabilities that may be

- Blister Bu - Burn Br - Bruise La - Laceration Le - Lesions S - Scar R - Rash V - Vermin O - Other (describe)

Severity: Mild - (1) Moderate (2) Severe (3)

NOTIFICATION: CPS Hotline 757-382-2020 or State CPS Hotline 1-800-552-7096

Was the incident reported to CPS? Yes | No Date: ____/____/____ Time: _____ CPS Hotline Counselor's name/ID #: _____

MEDICAL ATTENTION

If medical attention was needed, was the child taken to Administration by the Care Giver? Yes | No Date: ____/____/____ Time: _____

If determined by the Pastor/Director/Designee that the student is in need of intensive/extensive treatment, was emergency medical services (EMS/911) contacted? Yes | No Date: ____/____/____ Time: _____

Was the appropriate Pastor/ Director notified? Yes | No Date: ____/____/____ Time: _____

Comments: _____

If the alleged offender is an ERBDC employee, was the Administration notified? (Required): Yes | No Date: ____/____/____ Time: _____

Comments:

RELATIONSHIP WITH MEDIA

The Pastor is the authorized spokesperson when speaking to reporters, television crews, or other members of media. **ALL VOLUNTEERS AND STAFF ARE TO DIRECT QUESTIONS TO THE PASTOR. VOLUNTEERS AND STAFF MEMBERS ARE NOT TO MAKE STATEMENTS TO THE MEDIA, INCLUDING POSTING INFORMATION ON SOCIAL MEDIA OUTLETS SUCH AS FACEBOOK, INSTAGRAM, TWITTER.**

During an investigation, we:

- Respect the privacy of all involved by ensuring compliance with our confidentiality policies.
- Utilize the advice of our attorney to ensure that the rights of any staff member accused of abuse or neglect are protected by due process.
- Make every attempt to operate as usual, as that is the professional responsibility of everyone.
- Maintain constant and clear information and communication to the families.
- Make this a time when extra love, extra care, extra giving would be the standard operating procedure, we all know how children respond to our fears, anxieties, anger and hostilities.
- Make every effort to assure that the investigators perform their duties away from the site.

After an Investigation, We

- Reimburse innocent individual(s) for lost time/wage
- Request our attorney to take immediate legal action against false claimed abuse, requesting restitution and punitive damages.
- Continually update staff and parents of further developments.

SMOKING POLICY

Employers are required to comply with the Clean Air Act, as well as other city, state and federal laws governing smoking in the workplace. ERBCDC policy is designed to provide a smoke-free environment for our children and employees. Individuals that smoke have a responsibility to refrain from smoking in all areas of the church building and premises. Including the building, parking lot, playground, any outdoor area, or while on Center field trips, functions representing ERBCDC in an area that children in our program may be present.

Any concerns regarding this policy must be addressed to the Pastor or Center Director. Remember to observe and respect this policy at all times while employed with ERBCDC. Retaliatory acts against individuals exercising their rights under this Act is strictly Prohibited.

ALCOHOL & SUBSTANCE ABUSE

Elizabeth River Baptist Church and Day Care prohibits the unlawful manufacture, sale, distribution, use, dispensation, receipt, transportation or possession of illegal drugs or unauthorized controlled substances on the church premise or while engaged in business for Elizabeth River Baptist Church and Day Care off the premises.

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Elizabeth River Baptist Church and Day Care prohibits the use of alcoholic beverages on the premises. Further, it is a violation of ERBCDC policy for anyone to engage in work for ERBCDC to report to work in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substance. This policy applies to all individuals working for Elizabeth River Baptist Church and Day Care under any capacity. Individuals may be required to submit to random drug and alcohol abuse screenings. Positive test results will result in immediate termination from ERBCDC employment.

STORAGE of CHILDREN and STAFF'S PERSONAL BELONGINGS

All items brought to the Center by the children will be stored in their bags hung on their hooks. Staff personal belongings will be stored in the classroom closets, cabinets or on hooks. No personal belongings including purses will be left out in the open or in easy reach for the children.

ARRIVAL of CHILDREN

Greet the family and the child. Scan the temperature of the child and perform daily health observation, stand with the child while they are saying good-bye to the family. Encourage the child to participate in an activity. Do what you can to make the transition easy on everyone involved.

DISMISSAL of CHILDREN

It is the responsibility of every staff member to know who is authorized to pick up the children. If you are unsure of a person picking up a child call for Management. Management will then escort the person to the office and check their photo ID. If the ID does not match the info on the child's card the parents will be notified.

PICK UP AFTER 6:00pm

Call the parents at work and at home. Try to contact all emergency people listed in the child's file. Notify Administration at 6:15pm if the child still has not been picked up and the parents and all emergency contacts have not been reached. If at 7:00pm the child is still at the Center and all persons cannot be contacted, notify Child Protective Services and State Enforcement.

TRANSPORTATION

Van Driver Procedure and Policies (2020)

In order to drive the vans, you must be at least twenty-five (25) years of age or older with a good driving record. We reserve the right to have a DMV check done on your driving record. You are required to inform Management of any changes in your driving record.

Van Head Counts: A head count must be taken of all the children prior to leaving the building, once everyone is on the van and after the doors are shut, getting off the van, and again when you are inside your fieldtrip destination spot. The van driver needs to walk through the van each time after the children get off the van making sure no one is **left** in the van. Once the van driver has returned to ERBDC, a final walk through is done to make sure all children are off of the van and the van is clean.

There is to be no eating or drinking while in the van. The van driver is responsible for maintaining a clean and safe van. The driver needs to complete the log each time the van is used. It is the driver's responsibility to keep an eye on the fuel level and to notify Management when the van needs more fuel. The driver may be asked to fill the van using the ERBDC gas card. You will be required to turn in a receipt stating the amount of fuel that was put into the van. No unauthorized charges on the gas card will be tolerated.

Vehicle Use Policy for Elizabeth River Baptist Church/Daycare Vehicles

These policies and procedures have been established to provide consistency in the management of vehicles used for church and day care activities.

The purpose of the Vehicle Use Policy is to establish a fair process for the use of the churches owned and/or leased vehicles.

1. Personal use of Church vehicles is prohibited.
2. Drivers must qualify and be approved by the church or day care in advance of use and, maintain a current state required licenses. No person under the age of 25 shall be permitted to operate a vehicle on behalf of a church or daycare activity, even in relief.
3. Drivers shall be qualified and approved only by the Pastor, Church administrator, or Daycare Center Director.
4. Drivers shall drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.
5. There must be 2 or more passengers for each trip in order to request a church owned van.

While operating a church owned or privately owned vehicle:

- Children shall ride in approved safety seats as required by State Law.
- All passengers must wear seatbelts at all times. There may be no more passengers than seatbelts available.
- Smoking is prohibited by drivers or passengers.
- Drivers may not initiate or receive phone calls or text messages while the vehicle is on a public roadway even at a stop light.
- The driver is the guardian of both passengers and the reputation of the church. Aggressive driving will not be tolerated.
- Drivers and occupants are expected to treat the vehicle with respect and operate it gently.

The following is required **upon the return** of a church vehicle:

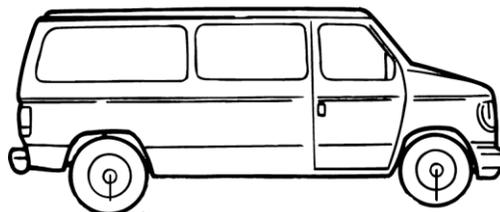
- All trash and personal belongings shall be removed. The vehicle shall be vacuumed or washed if there's is an excess of dirt or food spillage.
- The time out, time in, mileage out and mileage in shall be recorded on the vehicle log.
- Any maintenance defect or damage shall be recorded on the vehicle log and reported to the church administrator or day care center director.
- Leave the vehicle in the condition you would expect to receive it from others.

Any **traffic accident or traffic violation** shall be reported immediately to church administrator or the Center Director. Obtain the name of the police department and the police report number at the scene.

To drive on behalf of the church and daycare is a privilege. Th church and daycare reserve the right to remove any driver from the approved driver list

When transportation will be provided as a caravan, chaperones and drivers shall plan in advance to assure appropriate adult/child ratios and careful accounting for children at rest stops, way points and pick-up/drop-off. Children will be released only to approved parents/guardians.

Yearly certified copy of driver's record is due on or before March 15. For your convenience DMV form CRD93 is attached. Please return signed completed forms to the church or daycare office and it will be processed for you. (Drivers will not be permitted to operate vans if a copy is not on file in the church office or daycare office.



Elizabeth River Baptist Daycare

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www.elizabethriverbaptistdaycare.com



ELIZABETH RIVER
BAPTIST DAYCARE
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I acknowledge that I have read the vehicle use policies and agree to follow them.

_____/_____/_____
(Driver) Date

_____/_____/_____
Church/Day Care Representative Date

Full Name of the Driver: _____

Commonwealth of Virginia License Number: _____ Exp. Date _____

Driving Record

I certify that I have not had a DUI (Driving under the Influence) violation nor had my license suspended during the last three (3) years.

_____/_____/_____
Print & Sign DATE

Phone: (_____) _____ - _____

Email: _____@_____.

Approved Vehicle Drivers

Day Care		
Name of Driver	Driving Record Certificate	Date
Cash, Sherri		
Dell, Amanda		
Fulgeon, Monique		
McNeal, Patricia		
Safley, Jill		



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Declaration

I understand that Elizabeth River Baptist Church operates in an environment of numerous legal and ethical restrictions, I will fully cooperate with the church by abiding. I assure Elizabeth River Baptist Church, in considering me for employment that:

1. I have no health impediment that will put me or any other person at risk in the fulfillment of my designated role
2. Other than matters disclosed to the current Pastor of Elizabeth River Baptist Church, I know of no behavior that would render me unfit to serve in the ministry or which detract from the obligation of Elizabeth River Baptist Church to operate as a place of safety to a minor or any other persons. Past behavior may include by not limited to, being the subject of an allegation of sexual abuse (convicted or not), including any form of molestation, indecent exposure, sexual harassment or intimidation.
3. I understand that if I am unclear of any of the listed statements in this document, I will seek clarification from the Pastor or Day Care Administration prior to signing.
4. I affirm that the information provided in this document is given in good faith and declare they are true and correct to the best of my knowledge and belief.
5. I understand that any information given in or omitted from this declaration may render me unfit to hold a particular role in the Church ministry.
6. I will respect the decision of Elizabeth River Baptist Church and Daycare as to where I will serve within the church ministry, whether my services are required, from time to time.
7. I understand that the Pastor and/or Center Director will be available to discuss my service.

Print and Sign _____ \ _____

Date ____/____/____

Day Care Administration Print & Sign: _____ \ _____

Date: ____/____/____

