



ELIZABETH RIVER
BAPTIST DAY CARE

EMPLOYEE HANDBOOK

a PLACE WHERE CHILDREN

EXPLORE. PLAY. LEARN. GROW

IN CHRISTIAN FAITH

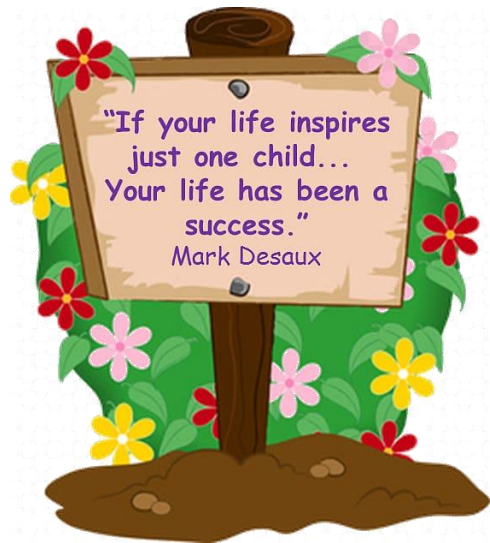


REVISED 2022

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EXPLORE. PLAY. LEARN. GROW

"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)

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**Elizabeth River Baptist
Day Care**

**EXPLORE. PLAY. LEARN.
GROW IN CHRISTIAN FAITH**

WWW.ELIZABETHRIVERBAPTISTDAYCARE.COM



Welcome New Elizabeth River Baptist Day Care Staff 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 VDSS (Virginia Department of Social Services) Website for many childcare resources at www.dss.virginia.gov/family/cc/professionals_resources.cgi. 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!



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.

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.

PHILOSOPHY AND 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.

Behind all the planning of the Center is the philosophy that these early years are the foundation upon which future learning depends. Our aim is to provide an environment where children will experience their happiest times. Recognizing the importance of balanced growth, our staff will provide opportunity for the Social/Emotional, Intellectual/Cognitive, Physical and Spiritual Development of all children.

We believe that children are capable individuals intrinsically motivated to learn. The teaching staff promotes learning by:

- Providing an environment which encourages discovery, experimentation, and the opportunity to see the results of one's actions.
- Developing activities that encourage growth based on children's abilities and interests.
- Encouraging problem solving and reflection by asking questions and providing information in



- response to children's ideas, insights, and concerns.
- Engaging the whole family in the nature-based educational process.

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

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 teacher affirms that, as part of **the qualifications for this position**, he/she is...

- 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 his/her



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).
- The teacher will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrews 19:25).
- 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.

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 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.

WAGES

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.

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.



CODE OF COMPLIANCE

Child Care centers operated by religious institutions may be exempt from licensure, as such we are defined as a religious exempt facility. The VDSS may send inspectors to these facilities only to confirm that they are in compliance with Code requirements and to investigate complaints.

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
- 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) will be taken out of the employee's final check.

SCHEDULING of HOURS

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

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 under 37 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 (2020)

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.

TUITION REDUCTION for STAFF CHILDREN

All children of staff members may attend ERBDC at one half ($\frac{1}{2}$) 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. 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.

ENROLLMENT

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.

PROFESSIONAL DEVELOPMENT

According to state 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. 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 Full-Time employee 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.). Each Part-Time employee is required to obtain **Eight (8) 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
- 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.

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.

SUPERVISION

The staff will be responsible to the Center Director and Assistant Director. 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 Center Director and Assistant Director. 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.

DRESS (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.

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.

ATTITUDE

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.

TELEPHONE & SMART DEVICES

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. 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?)

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

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 are to 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 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

- Put a note up indicating where your class can be found when not in the classroom
- No teacher is permitted on the playground without another teacher present
- A teacher must be in the middle of the parking lot when the children are crossing the parking lot to stop oncoming cars
- Toddler children will be transported by wagon
- Teachers are to walk the playground looking for debris and hazards
- Teachers are to stand in designated areas including fall zones and exits
- Teachers are not to be sitting at anytime on the playground
- Teachers are not to congregate together
- Interact with the children and have fun
- Head counts are to be done at least every ten (10) minutes
- Police the playground for "gumballs" and remove as many as you can
- Fluff mulch as needed
- 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

Get supplies ready ahead of time: diaper, wipes, gloves, etc.

Place the child on top of the changing table.

Place gloves on your hands. (Single use gloves are available for BM diapers)

Change child's soiled diaper and put a clean diaper on.

Encourage children to wash their hands after diapering.

Throw away the soiled diaper, spray changing table with disinfectant and wipe down with a paper towel.

Wash your hands with soap and running water immediately after changing the child and 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.

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 Management 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**.

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:

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.



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.

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. 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. 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 Management 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.)



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.

_____/_____/_____
SIGN DATE

Phone: (_____) _____ - _____

Email: _____@_____

Approved Vehicle Drivers

Day Care		
Name of Driver	Driving Record Certificate	Date
Dell, Amanda		
Fisher, Elizabeth		
Fulgeon, Monique		
Gregory, Sherri		
McNeal, Patricia		
Safley, Jill		
Velasquez, Susanne		
Church		
Name	Driving Record Certificate	Date
Bliss, Kenneth		
Church, Todd		
Collins, David		
Gibbs, Robert		
Sykes, Jessica		





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: _____ 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 relevant to this report:

INCIDENT – BODY ASSESSMENT

Symbols: A – Abrasion BI – 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:



Handbook Acknowledgement Page

Thank you for your desire to work at Elizabeth River Baptist Day Care. This declaration is part of our commitment to ensuring our duty to care to all people, fulfill insurance obligations, health and safety, and other requirements

Personal Details:

Name: _____
 First Middle Last

Address: _____
 Street City St zip

Cell Phone: (_____) _____ - _____ ___ Male ___ Female

Alternate: (_____) _____ - _____

Date of Birth ____/____/____

Email: _____@_____

Criminal History Check and Background Check:

By completing the attached form your consent to the Virginia Department of Social Services, Office of Background Investigations. Once you have completed to the for in its entirety – do not sign it until you are in the presence of a Notary. (Jane Bliss is a notary; she will notarize the form for your convenience) Turn the completed form into the Pastor or church office for processing.

Reference Check (In Church less than 3yrs.)

Character Reference Name: _____

Relationship: _____ Contact Number: (_____) _____ - _____

Name of previous Church and Pastor (if Applicable)





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 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.
6. I will respect the decision of Elizabeth River Baptist Church as to where I will serve within the church, 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.

Signature: _____ Date ____/____/____

Pastor Signature: _____

Day Care Administration Signature: _____

Date: ____/____/____



