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## Organizational Information for The Children’s Academy

**Children’s Academy of Marion L.L.C. Board Members**

- **Managing Member**
- **Director**

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Board Member Information

The Children’s Academy of Marion LLC

Managing Member: Johnanne Mills
5 Old Brandt Island Road
Mattapoisett, MA 02739
(508) 742-5570 cell
(508) 758-8038 home

Member: Gary Mills
74 Snipatuit Road
Rochester, MA 02770
(508) 509-3659 cell
(508) 763-5251 home

Member: Greg Mills
5 Sparrow Lane
Marion, MA 02738
(508) 328-7310 cell
(508) 748-3436 home
Program Event Calendar
September 2010-August 2011

September 2010
1st Fall Term Tuition Due
2nd Staff Meeting 6-8pm
6th Labor Day - CLOSED
7th First Day of School Session
18th Back to School Open House
23rd First day of autumn

October 2010
4th Staff Meeting 6-8pm
11th Columbus Day – CLOSED
30th Fall Costume Party
31st Halloween

November 2010
4th Staff Meeting 6-8pm
6th Daylight Savings Ends
11th Veteran’s Day
13th Grandparents Thanksgiving Lunch
25th Thanksgiving – CLOSED
26th “Black Friday” - CLOSED

December 2010
1st Winter Term Tuition Due
2nd Hanukkah Begins
6th Staff Meeting 6-8pm
11th Winter Holiday Party
21st First day of winter
24th Christmas Eve – CLOSED
25th Christmas Day – CLOSED
26th Kwanzaa Begins
31st New Years Eve

January 2011
1st New Years Day
6th Staff Meeting 6-8pm
15th Magic Show
17th Martin Luther King Day

February 2011
1st Staff Meeting 6-8pm
5th Soup-er Bowl Family Lunch
14th Valentine’s Day
21st President’s Day – CLOSED

March 2011
1st Spring Term Tuition Due
2nd Staff Meeting 6-8pm
17th St. Patrick’s Day
19th Children’s Art Show

April 2011
4th Staff Meeting 6-8pm
23rd Spring Egg Hunt
24th Easter Sunday

May 2011
2nd Staff Meeting 6-8pm
4th Special Women Celebration
8th Mother’s Day
30th Memorial Day – CLOSED
31st Last Day of School Session

June 2011
1st Summer Term Tuition Due
6th Staff Meeting 6-8pm
18th Preschool Graduation Celebration
19th Father’s Day

July 2011
1st Staff Meeting 6-8pm
4th Independence Day – CLOSED
8th Field Day

August 2011
1st Staff Meeting 6-8pm
13th Beach Day

These dates are subject to change and should be used as a guide as to what our year ahead entails. More information about these dates and events will be made accessible to you as the dates approach.

September 2011
2nd Last Day of Summer Term
Children's Academy’s Philosophy

At Children’s Academy, our programs invite children to learn in ways that they learn best. Through hands-on guided discovery and opportunities to thrive independently, your child’s first school experience will be one that excites him/her to learn more. At Children’s Academy our teachers provide activities that keep each day exciting and your child will be in a safe environment that he or she looks forward to attending. Children are placed in age appropriate classrooms where activities are designed with your child in mind. Our HighScope curriculum encourages children to be themselves and be individuals, ready to face new experiences head on. Children’s Academy uses the energy of your child and directs it in a positive way for learning and discovery. Our teachers form bonds with each child to establish a strong sense of security. We strive to maintain ongoing communication with families and work as a team to accomplish established goals. Children’s Academy uses every moment of your child’s day to embrace new learning experiences. With opportunities for outside play, individual discovery, one-on-one bonding time, large and small group interactions, your child will establish the building blocks for a lifetime of achievement.

Children’s Academy Program Plan

Children’s Academy provides a nurturing environment for children between the ages of 3 months and 12 years. We work hard to establish the frameworks necessary before and throughout elementary school endeavors. Children look forward to attending the Academy and parents feel comfortable and confident with the choice to entrust our staff with their child’s well being. Children’s Academy has established a hardworking, dedicated team of staff that enjoys the excitement and challenges of working with young children. The Academy will have a growing role in the community and encourages families to be more involved as well. Children’s Academy is a state of the art facility with the best materials available for its structure, as well as within its walls.

Non-Discrimination Policy

In accordance with Federal Law, this institution is prohibited from discriminating on the basis of race, religion, national origin, sex, age, disability, sexual preference or other similar characteristics and circumstances.
Director’s Statement of Goals

A. For the Children
   a. To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.
   b. To provide appropriate play experiences that contributes to the developmental needs of the children.
   c. To provide opportunities for meaningful play, based on children’s individual needs, interests, handicaps, and abilities, and that build important foundations for future reading skills and other academic pursuits.

B. For Parents and Caregivers
   a. To provide opportunities to meet and work with other parents, caregivers, and child care providers who have as their common concern the interests and needs of the preschool child.
   b. To provide care for the child while parents and caregivers pursue their own work and other interests.
   c. To provide opportunities to grow in the understanding of child development through a planned educational program and by working, under supervision, as a child care assistant.

C. For the Community
   a. To help meet the needs of the community for an early childhood child care facility.
   b. To contribute to the wholesome growth and development of the future citizens of the community.
   c. To enhance the role of the community interest group as an integral part of the community.
   d. To provide a setting where people of various religious, ethnic backgrounds can work together for a common interest.
Sexual Harassment Policy

The Children’s Academy of Marion employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

No manager or supervisor shall threaten or imply that an employee’s refusal to submit to sexual advances will adversely affect that person’s employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to their supervisor. If this person is the cause of the offending conduct, the employee may report this matter directly to the program director or childcare board of directors. Your complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any director, teacher, or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee will be subject to disciplinary action, up to and including discharge.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the program director or board of directors.

The Children’s Academy will not in any way retaliate against any individual who neither makes a report of sexual harassment nor permit any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

The Children’s Academy has video surveillance cameras in every classroom in addition to throughout the facility both indoors and outdoors. These cameras are there for the safety and protection of our employees, children, and those within our facility at all times. The director will regularly review the video recordings. If there is any need to access the video footage immediately, it is within the employees best interested to request a meeting with the director to do so. The Board of Directors will be called in as necessary.
**Smoke Free/Drug Free Policy**

The Children’s Academy has a ZERO TOLERANCE plan for the use of drugs and smoking. The Children’s Academy of Marion is dedicated to providing a healthy, comfortable and productive environment for all employees, students and visitors. Therefore, smoking and the use of all tobacco products are prohibited on all campuses and sites owned and/or leased by The Children’s Academy of Marion and company vehicles. This policy applies to all faculty, staff, students and visitors of Children’s Academy. Any violation of this policy may result in disciplinary action.

In accordance with the Federal Drug Free Workplace Act and the Federal Drug Free Schools and Communities Act, the following employee policy on drugs and alcohol has been established: An employee of The Children’s Academy of Marion shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on Academy property or in conjunction with any Academy activity, whether work related or non-work related. Alcohol may not be served at any Academy sponsored employee activity without the approval of the director or board of directors.

The following sanctions apply to all employees (including student employees and volunteers):

- An employee who violates the policy will be subject to disciplinary action.
- Disciplinary action may include suspension from employment, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program as a condition of continuing employment, or termination of employment.
Code of Ethics

1. Only children with written photograph consent form filed should have photos, video, or tape recordings, taken of them.
2. Furnish information to other parties only if you have written permission from the person about whom (or about whose child) the information is requested.
3. When to break confidentiality: When a child is endangered, either in areas of health, neglect, or abuse, you may need to export certain heretofore-confidential facts without permission from the guardian.
4. When children impart information to you that implies abuse or neglect you are legally obligated to report the information to the appropriate authorities.
5. Avoid discussing one family with another family in the area or in the center.
6. Both children and adults have the right to be corrected in private. Do not do so in front of other staff persons, volunteers, visitors, parents, caregivers, or students. Incorrect behavior should be discussed privately with the persons whether adults or children, who are directly involved.
7. Children have the right to display feelings. If they lose control they have the right to be allowed a private place for expressing their emotions - without an audience - but with an adult nearby to give reassurance when needed.
8. It is unethical to pursue one’s personal business while being paid to supervise a child or group of children.
9. Questions that you have regarding policy or personal matters of a child's family should be asked of the supervisor or director rather than of another child care provider or assistant.
10. Children should not be required to participate in any activity or to abide by a policy that is not good for them. (An example of this would be trying to force a child to taste a certain food)
11. Persons working with children should refer to their supervisor or the director any parent/caregiver requests for information that could be used to inappropriately discipline a child.
12. Personal information about families, such as a newly instituted separation or divorce, an arrest, a serious illness, or perhaps job loss, should be divulged to other staff persons only to the extent of what they need to know to support the child. Those who seldom have contact with that child may not need to know family details. The director in all such instances must make careful judgments.
13. Avoid repeating stories about their families that children tell you. Although the stories may have some foundation in truth, they are often distorted. They should be treated as privileged information. You may want to make a written note of them for your own use, but you must be certain that they are kept even more confidential if written down.
14. Avoid judging family or imposing your own values on a child if there is a different between your beliefs and that of the child’s family. Acting in the “best interest of the child” can be a guideline, but only if the best interest is not to expect a child to live with the school’s values if they are in direct conflict with the values of the child’s family is imparting. This may be evidence in small ways,
such as allowing a boy to dress up as a “mother” and the family stating “we absolutely do not want our three year old to pretend he’s a girl”

15. Most problems of ethics are self-resolved if gossip is avoided at all costs- again, with the exception of child endangerment.

Confidentiality of Records

1. Keep all records about children and families locked up overnight.
2. Often files are kept in two areas- one with confidential family information, to which only child care providers and administrative staff have access; the other, with material such as emergency release information, to which any staff person can have instant access.
3. A decision must be made as to who has access to various records. This should be put in writing.
4. Children’s files should not leave the office, except when signed out by a specific childcare provider for a specific purpose. The sign out sheet should state: child’s name, reason for use, date and time taken, and date and time returned. Records should never be removed from the premises unless needed for a court case.
5. Personnel files are also confidential. Staff members, however, have a right to ask to see their own files at any time. This should always be done in the presence of the director. Personnel files should be locked files.
6. Payroll records are also confidential, available only to the bookkeeper and the director. Staff persons, however, may ask to see their own payroll record at any time. These should be kept in locked files.
Operating Policies

I. Name of Organization:
   a. The name of this organization is The Children’s Academy of Marion LLC

II. Ownership:
   a. This organization is a Legal Licensed Company with three members that make up a board of directors. One member is the managing member of the organization.

III. Purpose:
   a. The purpose of this program shall be to provide a preschool and child care program as well as before and after school care, that will benefit the children, parents and caregivers, and the community.

IV. Enrollment Policy:
   a. Enrollment shall be open to any child, provided that the center can meet the needs of that child.
   b. Enrollment in the center shall be granted without discrimination as set forth in the Non-discrimination Policy.
   c. The child must meet the age limits of enrollment at the center.

V. Responsibility of the Academy Board:
   a. To intervene as needed or necessary upon matters of concern or dissatisfaction.
   b. To consult and advise the director in the operations of the Academy.
   c. To establish budgets for the Academy.
   d. To assist in personnel issues with the director, among staff, or upon requests.

VI. Staff Requirements:
   a. The salaries and duties of the staff shall be in accordance with a statement of personnel policies drawn up by the Board and outlines in the working agreement, which is set forth as part XII of this document, and copies of which are to be attached to all personnel contracts.

VII. Parent/Caregiver Participation:
   a. Parents/caregivers are encouraged to voice their opinions and express their concerns with their child and the care for their child as it pertains to the childcare facility. Parents/caregivers are also encouraged to participate in ways around the facility including grounds keeping, teacher’s helper, event planning, etc.

VIII. Health Requirements:
   a. A certificate of good health, signed by a physician, is required at the time each child is admitted to the center. Such certificate may also be required before reentrance by a child after any lengthy or serious communicable disease or illness.
   b. Each child is to be carefully inspected every morning upon entering the center. If good health is in doubt, the child should not be admitted. Should a child seem ill during the day, the child shall be isolated immediately and the parents or guardians contacted.
   c. Parents/Guardians are required to notify the center whenever a child has been exposed to a contagious disease.
d. All newly enrolled children are required to have completed appropriate immunizations.
e. All staff members, volunteers, and participating parents and teachers shall present certificates of good health and negative tuberculin tests.

IX. Child Care Procedures:

a. The premises shall be open for childcare from 6:30am to 5:30pm, Monday thru Friday, except for school holidays. The facility is open from 6:00am to 6:00pm for teachers to perform daily opening and closing tasks.
b. Children may attend between 2 and 5 days of childcare.
c. Although children shall be initially assigned to a childcare group according to age, they may later be transferred to other groups, according to individual needs.
d. Each child group shall have a qualified teacher, with an assistant who may be either another teacher, or participating parents, volunteer, or student teacher.
e. Schedules shall be in keeping with sound principles of child development.
f. The center may be closed on holidays observed by the public school system and on certain other days for teachers’ in-service or other reasons. Written notice of such closings shall be made to parents and caregivers.

X. Financial Arrangements:

a. The director or secretary collects all fees and tuition. Banking and bookkeeping procedures are handled by the bookkeeper employed by the Children’s Academy of Marion LLC.
b. Fees and tuitions are set by the Children’s Academy in accordance with the provisions of the annual budget.
c. The proposed budget is formulated by the director for each new fiscal year and is submitted to the Board of Directors each year.
d. Total enrollment is not to exceed that which is allowed by the licensing agency.
e. Members may enroll child by term or by session. There are four terms in a year: Fall Term (September-November) Winter Term (December-February) Spring Term (March-May) and Summer Term (June-August). Children may also be signed up for the School Session, which runs from September thru May 31st – similar to the public school system year. Children who are enrolled in a School Term are given the opportunity to sign up for Summer Term first before it becomes open to the public. Although the School Session was designed for families who do not feel they will need care for their child over the summer, a form will be sent to families in May to determine who is in need of summer care. Tuition plans are set up with families individually. Tuition may be paid monthly due on the 1st of the month, or in full at the beginning of each term. These plans are agreed upon enrollment at The Academy.
f. The center reserves the right to drop a member for reasons of noncooperation, delinquency in payment of fees, or inability of child or parent/guardian to adjust to the center/program, as determined by the board.
g. Members shall be allowed to withdraw prior to the end of the term. In all cases of withdrawal, two weeks notice shall be required, except in case of serious illness or accident. Children’s Academy reserves the right to determine whether you will be reimbursed for the time your child will no longer be in attendance.

h. Child’s absences may be credited to the child upon request by the parent/guardian. Children’s Academy reserves the right to deny this credit.

XII. Personnel Policy

a. The Children’s Academy personnel policy that sets forth wages, and working conditions, shall be a part of each staff member’s contract.

The Hiring Process

After receiving a completed application, Children’s Academy will review the submission and call applicants references. Children’s Academy will then set up an interview with the applicant to review program policies and plans for employment. It is asked at this time the applicant bring any paperwork that may be pertinent to being hired (physical exam, CPR, First Aid, teaching certifications, transcripts, etc.) and be ready to work in the classroom for about at least a ½ hour period to be observed. The applicant will receive a phone call thereafter within a week about being chosen or not chosen for the job. Some applicant’s may not be hired at first (based on the need for the position) these applicants will be informed of the circumstance and will be asked if it’s okay for the facility to keep their information on hand, and to return to the file when a position is available.

Staff Orientation

The following is a checklist of the things discussed during staff orientations. No educator shall supervise or be solely responsible for children in care until he/she has received the minimum orientation described below. The director of the program is responsible for the orientation into the program. Each orientation takes place after hiring of staff member and will generally take place on the first day of work.

1. Job Description
2. Personnel Policies
3. Statement of Purpose
4. Statement of Non-discrimination
5. Health Care Policy
6. Medication Administration Policies & Infant Sleeping Positions
7. Information Contained in Child’s Records
8. Confidentiality Policy
9. Policies & Procedures for Protecting Children from Abuse & Neglect
10. Suspensions and Termination Policy
11. Emergency Plans and Procedures
12. Emergency Plans and Procedures
13. Program Plans
14. Referral Procedures
15. Transportation Plans
16. Procedures for Parent Visits, Input, Conferences & Communication
17. Identification of the Dept. of Early Education and Care as the licensing authority.
18. Notification that 102 CMR 1.00 and 6.06 CMR 7.00 and 14.00 are available.
Notice to Staff

After you have been selected for your position because of special qualities, talents, or skills that are needed to make up a well-balanced administrative, childcare, and support staff. Each member is part of the total staff and all dependent upon one another. Relationships are circular and what affects one affects all. Although specific responsibilities may vary according to your primary job description and your list of individual responsibilities, all staff persons are charged with the total responsibilities of working together in a united manner. The goal is to achieve harmony and mutuality throughout the center, with respect, tolerance, patience, honesty, trust, and friendship.

We want you to be proud of your role in this center. You are hereby each charged with the responsibility of seeing to it that the reputation of our program as an outstanding child care and educational environment for children and their families is enhanced and maintained.

**Personal Qualities of Each Staff Member:**

1. **Friendliness** – Maintains a positive attitude toward others, acknowledges the presence of others with a greeting, and is alert to the moods and needs of others.
2. **Honesty** - Truthful about hours, sick, and personal leave, and other center matters. Takes responsibility for own errors, is trustworthy, and respects the property of others.
3. **Voice Modulation** – Refrains from use of an abusive, sarcastic, or uncontrolled tone of voice.
4. **Punctuality** – Arrives at work at the specified time and honors the time limits of relief and lunch periods, knowing that others are dependent on one’s promptness.
5. **Dependability** – Performs responsibilities as promised. Does not require constant reminders. Uses working hours to do actual work for the center, seeking out tasks to be done, rather than using a lax period to take care of personal obligations.
6. **Integrity** – Cooperates in the maintenance of wholesome interpersonal relationships, free of gossip about co-workers or about child care center families. If there are questions about the actions of a particular staff member, talks directly with that person or discusses the matter, in confidence with the director.
7. **Positive Attitude** - Refrains from complaining attitude. Brings complaints to the director or other supervising staff member.
8. **Presentable** – Is poised, well mannered, neatly and appropriately dressed, well groomed, and clean. Follows guidelines of handbook.
9. **Patience** – Maintains self-control in dealing with others.
10. **Active and Energetic** – Maintains an evident interest in job.

**Relationships with Children:**

1. **Individualization** – Demonstrates concern for the personal differences between individuals in relationship to their needs, interests, development and capabilities.
2. **Knowledgeable** – Plans age level developmentally appropriate activities. Keeps the program operating smoothly with a variety of activities.

3. **Resourcefulness** – Demonstrates creativity and resourcefulness in planning programs and use of materials.

4. **Flexibility** – Is able to work with both individuals and groups of children with equal skill.

5. **Personal Manner** – Bends to eye level frequently when talking with a child. Is able to help each child build self-esteem and healthy self-concept.

6. **Professionalism** – When talking to children uses appropriate language and relates their behavior to growth and development.

7. **Discipline** – Uses non-punitive methods of discipline and offers guidance in a positive manner.

8. **Responsibility** – Assesses each child’s growth, development, and performance, recording some observations for each child, taking special note of changes, and maintaining appropriate records as have been requested.


**Relationships with Adults, Including Parents and Staff Members:**

1. **Friendliness** – Maintains a friendly, yet professional relationship with parents, caregivers, and coworkers.

2. **Respect** – Respects others’ rights to their individual points of view and ideas.

3. **Integrity** – Maintains confidentiality of information.

4. **Tolerance** – Treats all parents and staff members equally, not showing favoritism, accepting all at their individual levels. Supports cultural differences in extending the curriculum.

5. **Helpfulness** – Works in a comfortable manner with childcare assistants, volunteers, and assistant childcare providers, offering guidance in positive ways.

**Demonstrates Concern for and Awareness of the Total Child Care Center:**

1. **Safety and Health Consciousness** – Gives primary consideration to the safety and health of children when planning the environment.

2. **Knowledgeable** – Prepares environments that are appropriate for the particular children involved, both individually, and in cooperation with one another. Is able to justify the presentation of a particular environment, material, or activity by explaining its relationship to the educational or personal growth of a child or children.

3. **Orderliness** – Keeps materials, supplies, and equipment well organized to present an attractive, orderly, and inviting appearance to the room or any other area being used.
4 Carefulness - Respects the use and care of materials and equipment; is not wasteful.
5 Responsibility - Assumes personal responsibility for small problems in the environment that others have neglected or have not been aware of (i.e. trash, lack of water, and so on.)

Demonstrates Professionalism
1. Personal Growth - Is committed to the idea of continued personal and professional growth as a childcare provider. Maintains a professional membership in job-related organizations. Pursues personal or formal study and/or reading in the field of child development and education.
2. Loyalty – Supports the philosophy of the center and the director.
3. Realism – Is able to look at own behavior as a possible cause of the problem when things do not go smoothly.
4. Confidentiality – Avoids malicious gossip at all times. Respects confidentiality of written, oral, and observed information.
5. Cooperation – Is committed to the concept of team spirit, recognizing the center as one total group rather than a series of separate groups. Generously shares ideas, materials, time and services, thereby helping other persons to perform their very best.
6. Responsibility – Is always ready to share responsibilities with others, to assume others' responsibilities in emergencies, and to put the needs of the center as a whole over petty differences of opinion.
7. Supportiveness – Is aware of the center policies and supports them. If not in agreement, knows that policies can be discussed with the director and at staff meetings and reserves those times for doing so rather than spreading discontent among coworkers.

Personal Evaluation: It is suggested that you frequently evaluate yourself on these job requirements. These will form the basis of your official periodic evaluation by the director. You can use the following code:

1 – Never, or Seldom
2 – Occasionally Weak in this area; needs to improve
3 – Usually, but not always Average
4 – Most of the time
5– Always Strong in this area
6 – Outstanding Help others to achieve this level

Job Descriptions & Responsibilities
Children’s Academy employs directors, assistant directors, lead teachers, teachers and assistant teachers who by prior education, training, experience, and interest in fostering development and early childhood education are qualified to meet the needs of the children enrolled and who meet the qualifications for their respective staff positions. At Children’s Academy we also select responsible adults as volunteers working with the program. In the event of an absence, Substitute Child Care Providers will be hired as fill in employees. All jobs are not limited to these descriptions and are subject to change based on the needs of the children. It is important to remember that it is both Children’s Academy as well as
each teacher or assistants job to be caring, and nurturing to all children while keeping the child’s best interests in mind. It is also the Academy and each teacher or assistant’s job to provide a safe and cleanly environment for learning and growing and maintaining strong relationships with families to work together as a team. Staff is First Aid and CPR trained yearly. All other special qualifications and/or trainings will be considered for increase in salary.

**Staff Ratios must always comply with the following:**

**Infants: (1 month - 15 months)**
Group size no larger than 7 infants.
- 1 Teacher to 3 infants and 1 additional Teacher or Assistant for 4-7 infants.
  Teacher must be Infant/Toddler Qualified.

**Toddlers: (15 months-2.9 years)**
Group size no larger than 9 toddlers.
- 1 Teacher to 4 Toddlers and a Teacher or Assistant for 5-9 Toddlers.
  Teacher must be Infant/Toddler Qualified.

**Full Day Preschool: (2.9 years-7 years)**
Group size no larger than 20 preschoolers.
- 1 Teacher to 10 Preschoolers and 1 additional Teacher or Assistant for 11-20.
  Teacher must be Preschool Teacher Qualified.

**½ Day Preschool: (2.9-7 years)**
Group size no larger than 24 preschoolers.
- 1 Teacher to 12 children; additional Teacher or Assistant for 13-24 children.
  Teacher must be Preschool Teacher Qualified.

**School Age: (Grades K-6 or 6-12 years)**
Group size no larger than 26 children.
- 1 Teacher to 13 School Age Children; additional Teacher or Assistant for 14-26.
  Teacher must be School Age Leader Qualified.

**Classroom Volunteer** – A Classroom Volunteer will be responsible for assisting the professional staff in the general supervision and management of a group of 12-15 children between the ages of 2-5. A Classroom Volunteer is a non-paid staff member. The person selected for this position must meet one of the following criteria:

a. Be a student in child development, childcare, psychology, nursing, or a related field at a local high school, college, university or trade school.

b. Be a parent, grandparent, or care giver of a child enrolled in our program.

c. Be a friend of The Children’s Academy who has volunteered specific services to the center.

All volunteers coming into the program on any of the above criteria must present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to support the center’s educational and non-punitive philosophy. Responsibilities of the volunteer include but are not limited to the following:

- Assisting as needed under the direction of the professional staff.
- Maintaining professional attitude at the center at all times.
- Allowing professional staff to deal with problem situations
- Supporting the philosophy of the program.
- Treating all children, parents, and staff members with dignity and respect.
- If volunteering a skill or talent, presenting a written plan to the professional staff. Upon approval, implementing that plan.

Substitute Child Care Provider – Substitute Child Care Providers are an important part of our staff. They will be asked to take part in various staff meetings and trainings and will be compensated for doing so. These members will be available on an as needed basis. Only qualified parents or caregivers can act as substitute childcare providers. Substitutes are paid an hourly rate, depending on length of service, responsibilities, etc. Parents and caregivers who fill in for a Teacher are given a choice between receiving tuition credit or being paid at the same rate as substitutes.

Each teacher will prepare a folder of information and suggestions that a substitute can study for a short time, and then be ready to step into a classroom. Contents of this folder should not make the substitute feel this list must be done. Its main purpose is to provide information about the children, along with some extra resources to use if needed.

Substitute Child Care Provider responsibilities are that of the person they are filling in for, and vary with each position. The substitute folder will have a copy of job description made available to them.

Assistant Teacher – An Assistant Teacher must be at least 16 years old. Assistant Teachers have limited Early Childhood Education experience or state certifications but work toward these goals. Assistant teachers must work at all times under the direct supervision of at least a teacher qualified staff member, for these reasons, Assistant Teachers are our lowest paid staff members, with the least amount of personnel responsibilities. Responsibilities include but are not limited to the following:
- Assisting in planning and implementing the daily program under the direction of the classroom teacher.
- Assisting in preparing the learning environment. This includes but is not limited to the following: setting up centers and preparing materials and supplies daily.
- Maintaining a professional positive attitude.
- Treating all children, parents, co-workers, and staff members with respect.
- Attending meetings and recommended trainings.
- Helping with classroom cleaning responsibilities.
- Maintaining professional physical appearance of the classroom and of self.

Classroom Teacher – A Classroom Teacher must be at least 21 years of age or have a high school diploma or equivalent. They must meet requirements of Massachusetts State Law and be teacher certified and supply evidence of license. A teacher certified staff member must be in the presence of children at all times, and are counted in staff to child ratios as stated above. Teachers are of middle-rank staff members. Teachers are responsible for but not limited to the following:
- Planning, supervising and implementing the program for the class in accordance with the policies and philosophies of Children’s Academy.
- Meeting the needs of children with different learning abilities.
- Treating children, parents, co-workers, and staff members with respect.
- Maintaining professional physical appearance of the classroom and of self.
- Assuming an equal share in the classroom cleaning responsibilities.
- Attending all staff meetings and recommended trainings.
- Taking on a role in weekend and afterschool events.
- Assisting in parent conferences and children’s progress reports.
- Effectively utilizing the services of the classroom assistant.
- Maintaining professional positive attitude.

**Lead Classroom Teacher** - Lead Classroom Teachers must be professionally prepared as a childcare provider of young children, and be able to meet the requirements of the licensing agency. This person must be sensitive and mature individual who is able to relate well to both children and adults. Lead Classroom Teachers are responsible for, but not limited to the following criteria:

- Planning, supervising, and implementing the program for the class in accordance with the policies and philosophies of Children’s Academy.
- Gearing the program to the needs of individual children, with concern for their interests, challenges, special talents, and individual styles and paces of learning.
- Considering individual children in relationship to their cultural and socioeconomic background.
- Treating children, parents, co-workers, and all staff members with dignity and respect.
- Helping children become aware of their roles as integral members of a group.
- Being responsible for the ordered arrangement, appearance, décor, and learning environment of the child care room.
- Assuming an equal share of the joint housekeeping responsibilities of the staff.
- Attending all staff meetings, planning, and implementing one staff-training meeting each year.
- Participating in recommended training programs, conferences, courses, and other aspects of professional growth.
- Implementing methods of effectively utilizing the services of child care assistants.
- Planning and implementing methods of establishing positive liaisons with children’s parents and caregivers.
- Conducting parent/caregiver conferences on children’s adjustment and behavior.
- Assisting in the ongoing evaluation procedures needed to assess the developmental levels of the children.
- Assisting in public-relations events sponsored by the center.

**Assistant Director** – Assistant Directors must be professionally prepared as a childcare provider for young children, and meet the requirements of the licensing agency. This person must be sensitive and mature individual who is able to relate well to both children and adults. This person must have the personality and ability to provide leadership and stability for program continuity. Responsibilities will include, but will not be limited to the following:

- Planning, supervising, and implementing the program for child care in accordance with the policies and philosophy of the center.
- Gearing the program to the needs of individual styles and paces of learning.
- Considering individual children in relationship to their cultural and socioeconomic background.
- Treating parents, children, and all staff members with dignity and respect.
- Helping children become aware of their roles as integral members of a group.
- Being responsible for the ordered arrangement, appearance, decor, and learning environment of the child care center.
- Conducting parent/caregiver conferences on children’s adjustment and behavior.
- Assisting the director in explaining the program to visitors.
- Assisting the director in supervising the childcare staff, ensuring the smooth coordination of all activities, and directing staff and children inter-relationships.
- Assisting the director in staff-training activities, demonstrations, and staff evaluations.
- Assisting the staff in the effective use of parent/caregiver childcare assistants.
- Assisting the director in the ongoing evaluation procedures needed to assess the developmental levels of the children.
- Assisting the director and staff in family-center relationships.
- Attending all staff meetings and recommended training programs.
- Attending meetings and conferences of professional organizations appropriate for early childhood education, sometimes as a representative of the center in place of the director.

Program Director – Program Director manages all the affairs of the child development program. The director acts as the conductor, conducting the various components of child care management. Tasks include but are not limited to the following:

1. General Responsibilities:
   a. Contacting state and local regulatory agencies
   b. Conforming to health, safety and licensing regulations
   c. Serving as a member of the child development program board of directors and attending all meetings of the board and its committees.
   d. Handling all matters related to the administration of the many aspects of the center.
   e. Keeping records that pertain to the administration of the center
   f. Defining policies of admission, attendance, tuition, and educational goals and special policies for special programs, such as infants, toddlers, school age and special needs.
   g. Evaluating your own work as director
   h. Planning and implementing a program for professional growth
   i. Preparing periodic reports on the state of the childcare center.
   j. Keeping abreast of research and new developments in the field of early childhood.
   k. Playing an active role in professional organizations
   l. Maintaining a professional library
   m. Planning the yearly calendar of program holidays,
   n. Planning and scheduling administrative responsibilities.
   o. Supervising the management of program schedules
   p. Scheduling the use of shared space and equipment
   q. Scheduling the responsibilities of the child care staff
   r. Planning and implementing a site evaluation program

2. Fiscal Responsibilities
   a. Preparing the annual budget
b. Operating the center within budget  
c. Purchasing equipment and supplies  
d. Arranging for repairs and maintenance  
e. Preparing monthly reports on the status of budget  
f. Collecting enrollment fees and tuition  
g. Handling petty cash  
h. Preparing a year-end budget analysis  
i. Maintaining a bookkeeping or an accounting system  

3. Space and Equipment  
a. Planning for and equipping outdoor areas  
b. Planning for and equipping indoor areas  
c. Keeping inventory records  
d. Arranging for custodial care, maintenance, and repairs  
e. Managing supplies  
f. Replacing equipment and stocking supplies as needed.  

4. Staff  
a. Preparing job descriptions  
b. Recruiting applicants to fill staff vacancies  
c. Selecting staff members  
d. Recommending staff members for permanent status or separation after their probationary employment period.  
e. Arranging for substitute help as needed  
f. Conducting regularly scheduled staff meetings  
g. Planning and implementing an in-service training program for staff  
h. Assisting staff in preparing daily, weekly, and yearly plans  
i. Assisting staff in developing a workable plan for using indoor and outdoor space.  
j. Planning and implementing procedures that led to wholesome interpersonal relationships between staff members.  
k. Assisting staff in planning individual programs for professional growth and career development,  
l. Implementing procedures for meeting with individual staff members to solve any problems that may occur  
m. Planning and implementing procedures for keeping accurate records  
n. Preparing a staff handbook (update as needed)  
o. Keeping personnel records  
p. Preparing a personnel policy  
q. Supervising staff schedules and vacation days  
r. Managing staff timecards and payroll issues  

5. Enrollment  
a. Enrolling children on an established priority basis  
b. Interviewing parents and caregivers of prospective children  
c. Planning for the gradual orientation of newly enrolled children  
d. Familiarizing parents and caregivers of newly enrolled children with program policies.  
e. Being alert to enrollment needs at all times.
f. Maintaining an advertising and public relations program to promote enrollments when necessary

6. Parents and Caregivers
   a. Maintaining an active system of family-center relationships
   b. Planning for the orientation of parents and caregivers to program policies and procedures
   c. Planning and administering a parent and caregiver participation program
   d. Communicating with parents and caregivers in various ways
   e. Helping parents and caregivers form car pools
   f. Maintaining a parent and caregiver library, bulletin board and organizing a parent/caregiver resource manual.

7. Health
   a. Planning and implementing a health program for the center
   b. Keeping health history records and physician reports for children, participating parents and caregivers, and staff
   c. Contacting recognized agencies able to help children with special needs
   d. Maintaining a referral system for children with special needs
   e. Keeping links with local health agencies

8. Safety
   a. Planning and implementing a safety program for the center
   b. Keeping informed for the center's legal responsibilities and liabilities
   c. Implementing a program of playground safety
   d. Planning for and conducting fire drills
   e. Preparing activities to teach the children traffic safety
   f. Planning for a natural disaster

9. Children’s Programs
   a. Organizing procedures for the management of the children's programs
   b. Planning procedures for the management of children's routines
   c. Planning and implementing field trips
   d. Planning the educational programs
   e. Planning for the evaluation of the children in relation to their progress, abilities, and special needs
   f. Arranging a sound nutritional program
   g. Arranging for rest and relaxation (including naps if appropriate)

10. Community Relationships
    a. Welcoming visitors to the center and arranging for visits to be pleasant and worthwhile
    b. Planning and administering a student teaching program in cooperation with local educational institutions
    c. Being available to community groups for public events that pertain to early childhood and family life as a whole
    d. Attending and participating in professional conferences, lectures, and other educational events
    e. Arranging for events sponsored by your center as a community service
    f. Maintaining a liaison with representatives of various branches of local, state, and federal government for the purpose of supporting legislation concerned with child care centers.
II. Food Management
   a. Planning and implementing a food program based on sound nutritional principles.
   b. Meeting state and local regulations regarding meal preparation facilities
   c. Communicating with parents and caregivers regarding weekly menu plans
   d. Including nutritional information in newsletters to parents and caregivers
   e. Keeping the food program within the limits of the budget, making adjustments when needed to avoid denying children healthy foods
   f. Providing an attractive, relaxed setting for serving food
   g. Establishing and implementing a program to prevent food poisoning
   h. Planning and implementing some control over food supplies to prevent wastefulness
   i. Planning for special diets that may be required for some children
   j. Implementing an inventory system of food supplies
   k. Arranging for a pest control service to monitor your facilities
   l. Supervising the record keeping of the food service

Individual Responsibilities: In addition to the regular job description for all staff and the job description for the particular position the employee is filling, each staff member is given a list of “individual responsibilities.” This list generally contains tasks and obligations that have been arranged between the director and each staff member. These might include housekeeping duties, supervision or responsibility for a particular cooperative task involving several persons, special meeting times, and so on. Every agreement will be put in writing and helps clarify situations when questions arise about who is supposed to do what. It should be noted that these responsibilities change as the year progresses. Jobs are often rotated, thus bringing fresh viewpoints to various situations. There are no hard rules. These types of responsibilities should remain flexible.

Supervision
The staff will be responsible to the director of The Children’s Academy. In the director’s absence, the staff will be responsible to the acting director or the assistant director. The director will be responsible to the Board of Directors and the state licensee.

Staff Evaluations: All reports on permanent employees will be filed one month before the expiration of their current contract. Reports on probationary employees must be filed at the completion of their probationary period. The evaluation report for each employee is completed by the program director. In addition, all employees will complete a self-evaluation form. The director will meet with the employee privately to discuss the evaluation. If the employee is dissatisfied by the director’s evaluation it can be brought to the attention of the Board of Directors and discussed from there. This request is to be made within 10 days after the original evaluation was signed. The Director will complete the Employee Evaluation Form.

Staff Wages: Staff wages are determined based on the current enrollment of the program. Wages are based off teacher’s qualifications and commitment to the job, as well as the employee’s involvement in the program. Staff wages are kept private to avoid
competition among staff members. Overview: After 40 hours weekly, pay will be given as time and a half. Staff will be given a 1-hour lunch break daily without pay. Staff will be paid through staff meetings, and mandatory events. These events may include but are not limited to: Holiday Parties, Open Houses, Conferences, Fundraisers, Facility Clean Outs, etc. Staff members are subject to a 3-month probationary period in which they will be taught the “ropes” of the childcare center and evaluated for their teaching skills and responsibility fulfillment. If at this point the Academy does not see the staff member to be fit for the position they may be moved to another classroom in which their 3-month period will start over, or the staff member may be dismissed. If a teacher bettered their qualifications and finalizes the paperwork, they will receive a raise the week after the Academy receives a copy of such certifications, or as soon as children’s enrollment and budget allows. Teacher’s pay will start at $9/hour and move up from there based on the above criteria.

**Sick/Personal Leave** – All staff absences should be reported to the director as soon as possible, preferably before 10:00pm the night before the absence, or prior to 6:15am the morning of such absence. It is preferred that personal leave be agreed upon with the director prior to the day determined. These rules are established for the benefit of the children within the care to ensure that The Academy is within child to staff ratios. 6 sick or personal leave days shall be allowed each year with full pay, after the 3-month probationary period. Leave shall not be cumulative from year to year. At the end of a program year, unused sick/personal leave shall be compensated for as time and a half without days off.

**Employees with children** - Staff members receive discounts off tuition for their children if enrollment allows. It is suggested that the employee is not in the same classroom as their child.

**Insurance** - Health insurance is offered after completion of the 3-month probationary period. Insurance is offered to staff members working over 35 hours weekly.

**Training/Education Reimbursement** - Child care providers are required to attend a specific amount of trainings or seminars based on the amount of hours in which they work with children. The Academy shall make a partial reimbursement of the tuition charged for trainings that have been recommended by the director. This reimbursement shall range from 20-100% of the tuition, depending upon the number of staff members participating, and the availability of funds within the budget. Employees taking advantage of this option must work more than 35 hours weekly. Children’s Academy of Marion encourages its childcare providers to further their certifications and degrees in early childhood education. As providers better their education and receive higher certifications, The Children’s Academy will consider these certifications for raises in pay.

**Pregnancy Disability** – Staff is eligible for pregnancy disability at the date of hire. Pregnancy leave can be taken up to four months unpaid, along with any vacation and/or sick time during the leave. This leave is in addition to family/medical leave.

**Family/Medical Leave** – Staff becomes eligible for family/medical leave after 1,250 hours have been completed during 12 months of continuous employment. Twelve weeks unpaid leave may be taken for family care or medical purposes due to:
1. A serious health condition of the employee’s child, parent, spouse;
2. His or her own health condition;
3. Pregnancy; the birth or adoption of his or her child.

Accrued vacation or sick time may be used as part of family/medical leave.

Seniority continues to accrue while on family leave; however, sick time and vacation time does not accrue. Upon returning to work after the completion of the leave, the staff will return to the same or comparable position unless business dictates otherwise.

Retirement Plans - It is encouraged that staff members open an IRA account. The Children’s Academy and the individual employee may divert a portion of your salary into a tax-sheltered annuity that has been arranged.

Health Examinations - A health examination is required at the time of initial employment, including a tuberculin test. Additional examinations may be requested at the discretion of the director, and at any time in the future that the employee’s health appears to be in question. Health Examination information should be kept updated yearly in each staff members file.

Contracts - Each employee is given a yearly contract setting forth the terms and conditions of employment. A copy of such form will remain in the employee’s personal file. Any change made to the personnel policies will be presented to each employee as an amendment to their contract. Staff members will be asked to sign the amendment and it will be filed accordingly.

Dress Code - All clothing shall be in appropriate form, and reflect a responsible individual. Staff members should look professional and ready to work with children. This means: piercings and jewelry to a minimum, clean cut facial hair, no tattoos visible, etc. If inappropriate clothing is worn, staff members will be asked to change into more appropriate attire.

Staff Relations

If there is a disagreement among staff members it is asked that a temporary solution be made until a more appropriate time is established to discuss without children present. If during this established time staff members still cannot reach a solution, a written statement needs to be filed to the director. At this time the director will set up conferences with both employees separately as well as together. The director will make the final decision if a resolution cannot be made.

If there is an issue with the director a staff member can file a complaint anonymously through the suggestion box, or it is asked that the issue be discussed privately. Teachers alone should not handle problems with parents alone. If an issue occurs, a director should be informed and involved.

It is asked that staff members remember that when they are at work they are there for a reason and that is to care for the well being of the children. If personal problems arise outside of the facility it is asked that these matters be dropped upon entry of the building. If you feel that at any point you can not do this, it is asked that you inform your director and the director may ask you to leave (with no payment received for the hours
or staff member may have the option to perform a job outside of dealing with children if an alternative teacher can be found to fill his/her place.

Staff members are not allowed to have special relations with parents unless known prior to employment.

Promotions - Promotions are given if a higher position is needed and available. They are also given when staff members upgrade their certifications through experiences, training, and courses. Promotions are discussed during staff review given 3 months after being hired, and every 6-12 months thereafter. Salary increases shall commensurate with increased enrollment, income, duties, and responsibilities of any employee.

Dismissal of Staff

The procedure of the dismissal of a staff member must undergo warnings and conferences between the director and he/she before termination decision is made. If there is negative performance, violation of code and conduct, reports made by other staff members, evaluations and conferences will be established. At these conferences, the employee will be given a chance to state their case and hopefully a solution will be reached. If a solution cannot be reached, or a staff member continues to disobey the rules, their employee contract will be terminated.

Termination of Employment - If possible, it would be greatly appreciated if employees give a two week notice before terminating their contract for the benefit of the children’s well being. In the same respect, Children’s Academy will provide a two-week notice before the termination of a staff-members contract, unless Children’s Academy deems the employee incapable of providing a safe environment for the children.

Staff Meetings - Staff meetings at The Children’s Academy will be at least once monthly for at least 2 hours. It is mandatory that all staff members are present for each meeting. Staff meetings are a time when staff members will come together to discuss program issues, program planning, policies and procedures, parent communication, implementation of regulations, children’s behaviors and meeting the individual needs of the children. The director will put in writing his/her intentions for the meetings discussions and provided prior to each meeting, so that each staff member is aware of what will be discussed, and have a chance to compile their own information for such meeting. Prior to each staff meeting educators will be given the opportunity to think about topics they would like to discuss as they pertain to The Children’s Academy. At each meeting staff members will be given the opportunity to voice their opinions and discuss topics at hand with other staff members.

Children’s Academy Closings & Events

School closings and program events are predetermined at the beginning of each school year. They will also be posted in each month’s newsletter as well as a reminder before the closing posted on entrance and exit doors. Staff will be paid for scheduled closings, while weather permitted cancelations and school closings aside from holidays, staff will not be paid.

Program events are generally once per month. These dates are tentatively set at the beginning of the school year, but are flexible in nature. (Winter Bonuses will be based on overtime hours, and staff participation in these program events)
Babysitting Nights are another option for those staff members interested in hosting them. A date can be selected by designated teachers taking part in the event, and should be verified with the director. After granted permission, these teachers will plan the food and projects/activities for the children and be responsible for advertising the event with parents as well as being responsible for remaining in child ratios and Children’s Academy codes and policies. The director is allowed to intervene at any point in time. Money raised through these events is split between the teachers evenly, and is collected prior to the event to ensure which children will be attending. Children’s Academy will not ask for any percentage, as the teachers will not be paid through Children’s Academy. If a cancellation for the event occurs, and families have already paid, teachers are responsible for reimbursing parents their full refund.

**Staff Schedules** - Each classroom will have one teacher opening and one teacher closing daily. This will enable children to stay in their age appropriate classroom throughout the day, and remain with the same teachers. This also gives parents and teachers the opportunity to have better conversation and have a better understanding of the daily schedule and happenings. The teacher opening for each classroom is responsible for making sure everything in the classroom is set up for the day ahead. A book has been chosen, song ready, project is prepped, assists with snack preparation, art center is stocked, etc. The teacher designated to close the classroom is responsible for making sure all things are put away accordingly, soaps and toiletries are stocked, as well as helping in general classroom cleanup. Both teachers are equally responsible for all the above tasks, and most of these tasks will be completed together during children’s rest times. Both teachers are responsible for the general appearance of the classroom. Teachers are allowed to switch hours with your co-teacher. These switches need to be approved by the director, and should be used for purposes like family emergencies, appointments, etc. and not taken advantage of.

**Staff Lunch Breaks** - All staff persons shall have a minimum of a 15-minute relief period during each four hours of work. Adequate supervision of children will be arranged. Teachers that open for Children’s Academy are given the first lunch breaks in each classroom. Teachers closing receive the second. Unless otherwise determined among staff members for reasons like appointments, etc. the staff are asked to stick with this schedule. Teachers have one-hour lunch breaks, and it is expected that teachers leave and return to the classroom promptly. All changes to this formality should be approved by the program director.

**Fire/Emergency Evacuation Procedures**

All exits within the building are clearly labeled. Emergency Escape routes are placed in each room by doorways. Fire extinguishers are available within each classroom, and are always kept up to date. Evacuation cribs are readily available for an easy exit for infants. The meeting place for all staff members and children within the facility is located in the field along Front Street. During an emergency it is important that teachers ensure all children are safe and accounted for. In the event of an emergency all parents will be informed by phone. If the parents cannot be reached Children’s Academy will try alternative persons on the Authorized Emergency Contact List. Depending on the type of emergency, children may be asked to evacuate the building’s premises, in which case a
parent will need to pick up the child immediately from an emergency pick up location. All children will be transported to an area deemed a safe-zone by emergency personnel (police, fire, ambulance). Injured children may be taken in Ambulances to our local hospital. Permission to travel to safe locations is given through authorization forms signed by parents upon enrollment and acceptance into our programs. Our facility is minutes away from Marion Fire Department, Marion Police Department, as well as local schools that allow us to be accessible to extra care and help if needed. Your child’s exact location will be given with the previous mentioned phone call.

Fire and Evacuation Procedures are practiced regularly, at least once a month by all staff members and children within our facility. Evacuation drills are not scheduled, and are conducted at random to ensure all people within the building are safe in an emergency.

Children’s Academy will follow local school systems lead in closing early due to weather conditions, etc. All staff members are expected to remain within the building and wait till all children have been picked up by the appropriate people and should close their classroom as usual unless permission to leave is granted by the director.

**Director’s Expectations & Policies**

1. Be prepared to interact with children as you enter the classroom.
2. Eating should be done with children during designated parts of the day while assisting children prior to “digging in.” These times are AM or PM snack times, lunch, during children’s rest times, or during personal lunch breaks.
3. Cell phones and similar devices should be shut off upon entry of the facility and used during breaks. If phone usage is necessary conversations should be Okayed with the director or lead teacher of your designated classroom. All phone calls and similar devices use should be kept to a minimum.
4. Teachers should remain in their designated classrooms throughout the day, unless sent on a brief errand to another location within the facility. These trips should be kept to a minimum throughout the day, as teachers need to keep within child to teacher ratios.
5. Adult conversation is left outside of the classroom.
6. Voices should remain calm throughout the day. Talk to children in respectful manner.
7. Teacher’s focus should be on the children throughout the day.
8. Teachers are expected to monitor toileting and hand washing of all children. During diaper changing/toileting periods, all children should be monitored, including those not being changed or using the bathroom.
9. Diaper changing should be done as needed per child.
10. Interaction between children and teachers is important. Teachers should be conversing with children at their level for a majority of the day, although the children should be directing play and activities. Teachers are there as the facilitator.
11. Teachers should always be watching children and making sure that all children are accounted for. (Constantly counting children to make sure they’re all within the classroom and ok)
12. Teachers are to make sure that all children are enjoying their day. If a child is having a rough day a teacher should comfort that child accordingly.
13. Classrooms should be kept in a cleanly professional manner. Personal belongings should be kept in appropriate areas and unfinished projects should be put aside and finished as soon as possible.
14. Planning/preparing projects, decorating classrooms, classroom newsletters, and the like should be done during rest times only.

15. Praise good behavior and encourage positive choices.

16. Re-direct children that need a helping hand, and keep the children’s best interest in mind.

17. Teachers should be flexible. If you’ve planned to read a story at circle time and the children just aren’t interested in listening… take the opportunity to sing a song instead, or do a dance. Maybe you’ll have time to come back to the book later, or read it with a small group during free choice time instead.

Staff Rules for Playground Equipment/Outdoor Play

- Respect our property and environment – children & adults alike.
- Teachers should scan the premises prior to the use of the outside facility by children to ensure the area is safe and free of potential hazards.
- While outside, staff members must be alert and attentive to the needs of all children to prevent accidents and injury wherever possible.
- Children must be dressed accordingly - when appropriate child should have bug spray and sunscreen lotions or sprays. Staff will ensure children are appropriately dressed, and use spare clothing when appropriate.
- Staff must keep all children visible at all times of play, ensuring that all children are attended to.
- Staff must bring attendance records with emergency contact information outside with the class at all times.
- Classes are reminded to use the bathroom facilities prior to going outside. If outside and children need to use the bathrooms, a staff member must accompany the child inside. If a child needs a diaper changed while playing outside, a child should be changed promptly.

- Be Kind, Be Safe. Be Careful.
**The Procedure for Administration of Medication**

The administration of medication is authorized by a Medication Administration Authorization form, which gives authorization to Children’s Academy to administer the medication. The medication (prescription or non-prescription) must be in its original bottle with the original label and original instructions along with the child’s name and a doctor’s permission for use of the medication. These medications include but are not limited to the following: Children’s Motrin, Children’s Tylenol, Children’s Mylanta, Children’s Mylicon, etc. The academy shall not administer the medication to a child without a written order from a physician and a parent. The physician must include the specific child, the dosage, number of times per day, as well as the number of days the medication should be administered. The academy will not administer the medication contrary to the directions on the original container so authorized by the written order of the child’s physician. The academy will keep all medication labeled in its original container with the child’s name, the name of the drug and the directions for its administration and storage. This does not apply to topical non-prescription medications that are applied to open wounds, rashes, or broken skin. The academy will keep a written record of the administration of any medication prescription or non-prescription, to each child that includes the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. The completed medication record shall be made part of the child’s file. This does not apply to topical non-prescription medications that are applied to wounds, rashes or broken skin. The facility will store all medications out of the reach of children and under conditions for sanitation, preservation, security, and safety. All unused medication shall be disposed of or returned to the parent when no longer needed. All medications prescription or non-prescription will be returned to parents if past expiration date. The facility will accept a written parental authorization for specific non-prescription topical medications to be administered and the criteria for administration. This statement will be valid for one year of its signature. Topical medications such as petroleum jelly, diaper rash creams, anti-bacterial ointments, which are applied to rashes, open wounds, or broken skin must be stored in the original container labeled with the child’s name and used only for that child. Topical medications such as sunscreen, bug spray, and other ointments that are not applied to open wounds, rashes, or broken skin may be generally administered to children with written parental authorization. In the School Aged program, a staff member shall administer all medications except inhalers. Upon authorization of a parent, the child may be permitted to administer his/her own medication under the supervision of an appropriate staff member. The facility may, with written parental consent and authorization of the physician, permit children who have asthma to carry his/her own inhalers and use them as needed, without the direct supervision of a staff member. The facility shall ensure that all staff is aware of individual children who have asthma and use their own inhalers as needed.

**Procedure for Child Injury**

The Children’s Academy monitors the environment daily to immediately remove or repair any hazard that may cause injury. It does not permit smoking anywhere at any time on premises. The facility is responsible for keeping all toxic substances, poisonous plants, medications, sharp objects, matches, and other hazardous objects in a secured place away from children’s reach, or away from facility. We have developed procedures for injury
prevention and management of medical emergencies during field trips, and ensure that a first aid kit with a list of all emergency phone numbers of all children is available.

An injury report for an incident that requires first aid or emergency care shall be maintained in the child’s file. An injury report shall include, but not limited to: name of child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witness(es), name(s) of person(s) who administered first aid or medical care and what method of first aid or medical care was needed. The Academy shall maintain a central log or file of all injuries that occur during program hours, and shall periodically monitor the safety record of the program to identify problem areas. Children’s Academy will inform parents immediately of any injury that requires emergency care beyond minor first aid and shall inform parents in writing of any first aid administered to their child within 24 hours of the incident. A signed Emergency Authorized Form gives Children’s Academy permission to seek medical assistance for the child.

Behavior Management Policy

The goal of Children’s Academy’s behavior management policy is to maximize the growth and development of the child and for protecting the group of individuals within it. Children’s Academy will use the behavior management plan in a consistent, reasonable, and appropriate way based on an understanding of the individual needs and development of the child. The academy will set reasonable and positive expectations, offering choices and providing children an opportunity to verbalize his/her feelings that encourages children to develop self-control through understanding. We prohibit spanking or other corporal punishment of children. These methods are banned from use on the academy premises regardless of relation to the child or if the child is visiting with their authorized guardian. We will not subject children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatments. We will never deprive a child of meals or snacks and will never forcefully feed a child. Children’s Academy will never discipline a child for soiling, or wetting him/herself, or not using the toilet. We will not force a child to remain in soiled clothing or force a child to remain on the toilet or use any other unusual or excessive practices for toileting.

Where appropriate and feasible, children shall participate in the establishment of rules, policies and procedures of each classroom environment.


These rules apply to all age groups and apply to all areas of the academy, inside and out. If at any time your child is not mindful of these rules, they may be asked to talk with a teacher in private. A child may be suspended or terminated from the day care if actions continue to endanger the staff, peers, or facility as a whole.

Child Release Policy - Children will only be released to individuals named on the Child Release Authorization Form, unless otherwise notified by a parent in writing. Any person picking up a child should carry a valid form of identification such as a license. The academy reserves the right to make a photocopy of such identification for our records. If a parent, or authorized person picking up a child appears to be intoxicated in any way, or otherwise impaired at the time of dismissal, Children’s Academy reserves the right to hold the child and notify officials to assist in the matter. The director should be notified of such instances immediately.
Policy and Procedures for Identifying and Reporting Child Abuse & Neglect

Childcare providers are required by law to report suspected abuse or neglect if they have evidence or reasonable suspicions. Failure to report child abuse and neglect can result in fines and criminal charges against the facility. Child abuse is generally defined as the maltreatment of a child that results in non-accidental harm or injury, or creates the risk of such harm. Child abuse can include neglect, physical abuse, sexual abuse, and emotional abuse. If a child is not in immediate danger or if we are in doubt of findings, we will contact our local children’s service agency and discuss the situation. If the child is in immediate danger we will call 911 or our local police department to report them. If neglect or abuse is suspected we will make written notes of our findings including child’s name, age, address, the person believed to be responsible for the abuse or neglect (if known), the nature and extent of the abuse or neglect, where the child can be found, name and address of the reporter (optional but strongly suggested).

Procedure for when a Staff Member is Accused of Child Abuse or Neglect

All areas within the Children’s Academy are monitored by video surveillance and footage is watched regularly to ensure the safety of all who are within the facility. If a staff member is accused of child abuse or neglect it needs to be brought to the attention of the director immediately and surveillance footage will be observed more thoroughly. If necessary the Board of Directors will become involved, and the appropriate measures will be made. Conferences will be made to view the incidences with the parent/guardian.

Full Health Care Policy - A copy of the full health care policy is available upon request at Children’s Academy. All staff should become familiar with the Health Care Policies and sign appropriate forms stating they understand the policies.

Background Record Check Policy –

All candidates shall complete the appropriate CORI and DCF Background Record Check request form. After the academy makes a preliminary decision to hire or accept the services of an individual, the completed CORI and DCF Background Record Check request form or electronic equivalent shall be forwarded to the Department of Early Education and Care. After conducting the review, a copy of their findings will be given to the employer who has been given the title of “Applicant Reviewer for Hiring Authority” who have been screened and approved by EEC to do so. After reviewing these checks, the licensee will determine whether the prospective employee is suitable for the position. If there is a finding on the prospective employee’s record The Children’s Academy may choose to approve the employee on a discretionary approval and completion of required forms. BRC information is highly confidential, and only those very few people who are necessary participants in the hiring process and decision are permitted access to BRC information. CORI/DCF information must never be discussed or shared with any person not approved as a reviewer. All Background Record Checks will be reviewed by the appropriate reviewer and will be kept in a safe locked file for confidentiality. The Children’s Academy reserves the right to process Background Record Checks, CORI & DCF checks periodically as needed, and at least once yearly.