



Friendly Avenue
Christian Preschool

Staff Handbook

2026

Table of Contents

2. About FACP: Vision, Mission Statement, Goals, Values
3. Purpose of the Handbook, FACP Administration Breakdown, The Program
4. Staff
5. Pre-Employment Measures
6. New Hire Orientation
7. Employment
8. Employee Health Requirements and Files
- 9-10. Time Off, PTO, UTO
11. Professional Development
12. Mentoring
- 13-16. Staff Benefits
- 17-18. Guidelines for Corrective Action
- 19-21. Conflict Resolution
22. Accidents/Incidents/Emergencies
23. Code of Ethics and Professionalism
24. Dress Code, Drugs and Alcohol
25. Communication and Conferences
- 26-27. Curriculum and Learning Environments
28. Opening and Closing Procedures
29. Guidance and Discipline
- 30-35. Guiding Healthy Behavior
- 36-39. Outdoor Play and Physical Activity
40. Handwashing
41. Health Requirements
42. Housekeeping
43. Internet and Social Media, Key Fobs
44. Medications, Personal Belongings
44. Progress Reports, Portfolios, Shared Spaces
- 45-47. Phone Use/Technology: Tablets, Social Media
48. Visitors, Band, Wonder Workshop

About Friendly Avenue Christian Preschool

Vision

To provide high quality Christian preschool education and school age childcare that honors Christ.

“Children are miracles... we must make it our job to create, with reverence and gratitude, a space that is worthy of a miracle.” Anita Olds

Mission Statement

Friendly Avenue Christian Preschool (FACP) exists to support parents and children by providing exceptional Christian Education that is academically challenging, developmentally appropriate, and Biblically sound. We believe that children are created by God to be loved and respected, and we seek to recognize each child's individual personality differences.

Purpose and Goals

Jesus said. “Let the little children come to me, and don't prevent them for the kingdom of God belongs to such as these.” We take His words very seriously. Friendly Avenue Christian Preschool is a ministry of Friendly Avenue Baptist Church. It is our goal that parents feel confident, children feel safe and loved, and that staff feel supported and encouraged. We are here to meet the needs of everyone involved in this ministry to the best of our ability. In order to do this effectively, we understand that we must first, be knowledgeable of those needs and secondly we must work as a team. Our ultimate goal is to serve Jesus Christ and to provide a community where each member can discover and fulfill the unique plan God has for their life.

Core Values

- Children Are Miracles
- Everything Speaks
- Every Voice Matters
- Partnerships Are Key
- Learning Is A Verb
- Health Is Fundamental To Learning
- Allow Me When I Can. Support Me When I Can't

Purpose of Handbook

This handbook is provided to give guidance and direction to the employees of Friendly Avenue Christian Preschool. Upon employment each employee should carefully read it and refer to it often regarding staff expectations, school policies and established procedures. Each employee is a valuable member of the team that is Friendly Avenue Christian Preschool Staff. Together we are responsible for the care and intentional shaping of young lives. May God richly bless you as you serve Him through the ministry of Friendly Avenue Christian Preschool.

FACP Administration

Friendly Avenue Baptist Church

As a ministry of Friendly Avenue Baptist Church, the FACP has two FABC Staff Liaisons, the Children's Ministry Director and the Associate Pastor of Business Administration. These staff members work hand-in-hand with FACP to help all families to know, love and follow Jesus.

The FACP Board of Directors

As a ministry of Friendly Ave Baptist Church, FACP is governed by a Board of Directors appointed by the Leadership Committee of Friendly Avenue Baptist Church. Board members serve a three year term. The Board meets monthly. Board members are available and eager to assist you in any way possible. If you have anything to bring to the board's attention, celebrate with them or seek their help, please let a member of the Admin team know.

The Administrative Team

The Preschool Director and Children's Ministry Director are a part of the Friendly Avenue Baptist Church ministerial staff and are directly responsible to and for this Ministry to Children. The Administrative Team is employed by Friendly Avenue Christian Preschool and consists of the Preschool Director, The Office Manager and an Office Support Staff Member.

The Program

Friendly Avenue Christian Preschool serves community children ages 8 weeks of age to 5 years old.

The school day begins at 7:00am and concludes at 5:30pm.

The school calendar is made available on or before the first day of the school year. Staff are expected to attend posted school events.

STAFF

All staff members are professing Christians. They believe their role is to help each child of God recognize their individual best and develop early skills for a lifetime of success. It is our goal to employ qualified exceptional teachers and staff. The level of the center license determines the minimum educational and experience level. See the North Carolina Division of Child Development and Early Education (NCDC EE) website for details. Our staff will meet or exceed the criteria established by the NCDC EE and believe that continuing education is vital to ensure the highest level of quality care and learning are being offered. In addition to coursework in child development, our staff members receive extensive training in various areas of child development and early learning. Some of these include but are not limited to

- CPR and First Aid
- Sudden Infant Death Syndrome (SIDS) Training
- Breastfeeding
- Conscious Discipline
- Health, Fitness and Nutrition
- Value of Play Based Learning
- Outdoor Learning
- Creative Curriculum, Reggio Inspired Learning & the Project Approach
- Gardening
- Others

All staff strive to enhance the child's natural ability and curiosity for learning.

Position Overviews

Position overviews are available in the orientation binder. Each position overview and job description will remain fluid. Many tasks are necessary for the safety of the children and smooth operation of the center that may not be specifically listed in the Overviews and Job Descriptions.

Detailed position descriptions and pay scale are available to staff prior to assuming the duties of the position.

Pre-Employment Measures

Prior to employment potential employees must provide FACP with the following documents:

1. *A statement from NCDC EE stating that a criminal background check has been performed and that there are no violations or pending violations that would jeopardize the safety of our school and its students. (More information on how this is obtained can be found at <https://ncchildcare.ncdhhs.gov/Home/DCDEE-Sections/Criminal-Background-Check-Unit/Basic-Information>). The NCDC EE will conduct a thorough federal and state criminal background check and submit a ruling to you in writing. All employees are to undergo the process of a criminal background check by the NCDC EE every five years in accordance with NC law.*
2. A current medical exam from a licensed physician. (Current-within the past 11 months)
3. A current TB screening from approved medical personnel stating the employee is free from active, contagious tuberculosis. TB screenings are administered at most local doctor's offices, the health department, through UNCG campus medical facility for students, CVS Minute Clinic, and several walk-in Medical offices in the community.
4. An official transcript of all child development related college course work must be submitted to NCDCEE to determine the education level of the potential employee. If the proposed staff position requires a certain education or experience level it is the employee's responsibility to provide proper documentation and submit to the verification process outlined by the NCDCEE. FACP reserves the right to change an employee's position or terminate employment if the employee's education level and experience level cannot be validated.

The school office can provide you with a document and checklist to aid you in this process.

Pre-Employment Measures are completed at the expense of the potential employee. Subsequent criminal background checks are done at the expense of the employee.

Once all documents are on file, the new employee may schedule orientation with the center director. Orientation is paid time and scheduled through the school office.

New Hire Orientation

Potential new hires go through a multi-step process to gain employment. That looks like the following:

1. Resume is submitted and filtered through Better Teams.
2. An application is emailed to the selected candidates.
3. An interview is scheduled with the Preschool Director and Children's Ministry Director.
4. A follow up interview is scheduled with the Preschool Director and team members from the prospective classroom -or- two lead teachers from different classrooms.

After successfully completing the interview process, they will:

1. Prior to entering a classroom, new employees will complete the required Health and Safety Moodle training and North Carolina New Employee CD modules.
2. New employees will also be expected to review training videos on Conscious Discipline prior to entering a classroom.
3. Employees will also read and orient themselves with the FACP Employee Handbook, FACP Family Handbook, Transition Roster Training, FACP Discipline Policy, Reach and Go NAP SACC Standards and other important documents covered in the Orientation Binder.
4. Upon completion of New Hire Orientation Training, each employee will sign a register of received orientation training validating they have received the necessary training for employment. A copy of the training will be kept in the employee's personnel file.
5. New employees will work in the classroom under the supervision of a seasoned staff member and/or school mentors to learn the policies and procedures of the school, regulatory standards of the NCDCDEE, Environmental Health Department, Guilford Co Health Dept, Greensboro Fire Dept. and other federal, state and local regulatory agencies.
6. Substitute teachers will receive the same pre-classroom orientation in addition to hands-on classroom orientation in all classrooms prior to substitute work being approved.

We firmly believe that the orientation period will prepare you for a successful career at Friendly Avenue Christian Preschool. Questions are always encouraged and a vital part of your learning experience. Conferences and coaching sessions are always available with the Preschool Director upon request and as necessary to help orient you into the life of our school family and your new position.

Probationary Employment

Newly hired employees are placed on “probationary” status for the first 90 days of employment. This is an important time of discernment for new employees and the school. Friendly Avenue Christian Preschool is not a good fit for all employees. The purpose of this probationary time is to determine if the employee will be an asset to our school staff and family and is willing to abide by all our policies, procedures and objectives. Employees are not eligible for paid benefits until after their probationary period is over.

EMPLOYMENT

Compensation

Staff members are paid at an hourly rate, with the exception of the Preschool Director, at the hourly rate discussed during their interview or after yearly performance reviews. The pay period runs from the first day of each month through the last day of that month. Payday is the 5th of each month with the following exceptions:

- Should the 5th of the month fall on a Saturday, payday will be the previous Friday.
- Should the 5th of the month fall on a Sunday, payday will be on the following Monday.
- When a banking holiday falls between the 1st and the 5th of the month, payroll may need to be projected in advance and corrections to follow with the next month’s paycheck.

Direct Deposit is not guaranteed on the 5th of the month when there is a weekend or holiday before the 5th of the month.

Staff are to work the schedules established for them. Compensation is based on the hours logged in the school computer system through our check in /out system. Please monitor your time closely and report any error to the school office immediately. Over time of more than 40 hours/weekly is not permitted without advanced approval of the Preschool Director. All employees working a 6 hour shift or greater must take a minimum of a 30 minute lunch break on or before the 6th hour of work. Employees clock out for their lunch break. FACP does not compensate staff for their lunch break.

Staff are compensated for their 10 minute morning break. In the event that a classroom is understaffed, the preschool classrooms will offer their 9am teacher to help with morning break coverages. In the event that both preschool classrooms are operating with two teachers, kitchen staff or a member of the Admin team can help with morning breaks. When a teacher from another classroom is covering your morning break, please be respectful of their time. If you need to schedule time to meet with Admin or make

copies in the office, please make those arrangements at a time that is convenient for the staff member covering you. You may also email copy requests to Laurie (lknight@friendlyavenue.com) or Nikki (nmcnair@friendlyavenue.com).

Employee Agreement

Friendly Avenue Christian Preschool relies on student fees for their operating budget. Should enrollment drop below expectations, employees will be given the option to reduce hours or their hourly rate of pay. If it becomes necessary to resign their position, employees are expected to give a four week written notice.

Staff Health Screenings & Wellness

All employees must have on file a valid physical examination form from a licensed physician attesting that the employee is physically and mentally fit and qualified to care for children and meet the requirements of their job description. A Health Assessment Form and Emergency Medical Contact Form shall be completed and on file prior to employment and yearly thereafter by the employee. All employees must be appropriately tested and found negative of tuberculosis in a communicable state. Documentation of the completion of the TB health requirement must be on file prior to the first day of work and updated routinely.

Employees reporting to work should be free of contagious diseases, conditions and rashes that may be spread to children and other staff members.

Proper hand washing and strict adherence of required sanitation procedures is the best defense in spreading disease and blood borne pathogens.

If at any time an employee contracts a disease or condition that may jeopardize their health or the health of others or impairs their job performance or the health and safety of others, they are required to consult with the Preschool Director.

Employees Personnel File

Employee's Personnel Files will contain the following

- Employment Application
- Medical Examination
- TB Test Results
- Criminal Background Check
- Signed I-9 form (require day 1)
- Two letters of reference documenting necessary experience in the field for your position in accordance with NCDC EE requirements.
- Signed W-2 form

- A photocopy of the social security card and valid driver's license or id
 - Copies of the official transcripts submitted to NCDCE EE
 - A copy of any diplomas
 - Submission of NC Teacher Equivalency Form or Change Form if the employee is already in the NCDCEEE Database.
 - Orientation Documentation Form
 - Signed Receipt of Employee and Family Handbooks Form
 - Signed Transition Roster Form
 - Signed Discipline Policy Form
 - In-service Training Slips, Certifications, etc necessary for the employee's position (ex. BSAC or Certification, First Aid & CPR Training)
-

Time Off & Attendance

- Each staff person is expected to be on time and ready to work as scheduled. **FACP defines being on time and ready as having clocked in, being in your classroom with any personal items put away and ready to interact with the class, at the time your shift is supposed to begin.**
- Permanent staff members with a year round work schedule of more than 20 hours per week are entitled to paid time off (PTO) once their 90-day probation period has ended.
- Advance notifications of days off should be **submitted for approval** on a purple Paid Time Off (PTO) Request Sheet to the Preschool Director at least 5 business days in advance. All employees are expected to coordinate and report substitutes at least 5 days in advance. Failure to comply is grounds for **disciplinary action**. Please check the schedule and with your classroom teammates when making plans. Continuity of care depends on the presence of permanent teachers in the classroom; therefore, only one teacher may be scheduled out on a given day. Having multiple teachers out from one classroom puts more workload on the remaining teacher.
- If no substitute coverage can be made, the employee should consult with the Preschool Director at least 5 days in advance.
- Always check the Scheduling Google Doc and with the school office to confirm your PTO request was approved.
- In the event of an emergency and such notification is not possible, you are expected to contact the Preschool Director or Office Manager to aid in making arrangements for your shift to be covered. If an emergency arises and you will be running a few minutes late for your shift, please call the school office so arrangements can be made.

- **Excessive time off compromises the performance of the school as well as students and will not be tolerated.** Time off requests in excess of your earned PTO will not take priority over another teacher who has PTO left to use. Monopolizing prime vacation weeks and substitutes is not community minded.
- Planned Unpaid time off (UTO) will only be granted on an individual basis if the requested time off does not negatively impact the needs of FACP as a whole. Requests can be made in advance but approval is not guaranteed.
- Refer to the **Health Requirements** section of the handbook for details on reporting illnesses and guidance on returning to work when sick.
- Classroom Teams should coordinate their PTO and non-paid time off so that no two team members are absent on the same day. When multiple team members are absent it creates a hardship for the children and the other team members. PTO will rarely be approved if requested by multiple team members.
- Priority approval will be given to employees with available PTO hours and then employees with seniority in the program.

PTO is credited after the 90 day probationary period. If a new employee's probation period ends after the start of the PTO period, their PTO days will be prorated for that period. An employee will not earn PTO days for any month they do not work. PTO may be carried over.

PTO is earned as follows:

0-3 years earns 10 days of PTO

4-7 years earns 12 days of PTO

7+ years earns 15 days of PTO

Professional Development and Continued Education

Staff Reviews and Professional Development Plans (PDP)

Staff and the Preschool Director will work together to review each staff person's job performance yearly. Professional Development Plans (PDP) will be created to enhance the employees work performance. Employees are responsible for satisfying the items of their PDP within the year. Your PDP should be used to guide your training and coursework selection each year.

Professional Development Compensation

Each staff person is required to obtain an assigned amount of in-service professional development training per year. These required in-service trainings are paid for by the school. It is each staff person's responsibility to secure the training, attend the training and provide the proper documentation to the director after the training.

Each budget year, there are additional professional development funds available for conferences, coursework and additional workshops. You need to consult with the director about available funds for any additional training or professional development opportunities and every effort will be made to assist you financially. Coursework will be reimbursed after the final passing semester grade is submitted. We encourage interested staff to investigate the TEACH program for great scholarship opportunities.

Employees will also be paid their hourly wage for time in training hours for any specific training required by law (ex. SIDS, First Aid/CPR) or mandatory for staff. Staff can apply for travel reimbursement to conferences and professional meetings initiated by the school with prior approval and proper documentation

Education and Continuing Education

Each employee shall provide the school with official transcripts prior to employment and when coursework is updated. (See the Pre-Employment Measures section for more details) Employees will submit the appropriate forms to accompany the official transcript to the NCDC EE for validation and or certification. A copy of diplomas and certifications should be provided prior to employment for each employee's personnel file. Once In-service training slips have been validated, they may be returned to the employee upon request.

All In-service and re-certification training must be from a NCDC EE approved trainer/agency with a topic area approved by NCDC EE. (Visit their website for listings)

Friendly Avenue Christian Preschool will reimburse staff for approved continuing education **required** by NCDC EE for licensure or the staff's specific position. Each year the school purchases an on-line school subscription for In-service Training hours for all

employees. Other in-service training workshops, professional development conferences, and other continuing education courses may be funded by Friendly Avenue Christian Preschool with prior administrative approval. FACP will fund any training required for NCDC EE for school licensure i.e. CPR & First Aid certification, SIDS certification, BSAC certification, Playground Safety Training.

Employees can apply for transportation reimbursement for all required trainings when FACP does not otherwise provide transportation. Please see the Preschool Director to see if your training meets the criteria for travel reimbursement.

Additional funds for professional development are available upon request as the budget allows. Please submit all requests to the Preschool Director at least one month in advance for consideration. Employees are responsible for securing, attending, and submitting verification slips or certificates of training and coursework received. The Preschool Director is happy to counsel and/or aid staff in locating needed trainings and coursework.

Mentoring and Coaching

Staff that show significant competencies in specific areas will be designated to serve as mentors to other staff members periodically and newly hired staff members during orientation training. We believe in the team approach to Professional Development and Team Strengthening. Team members will be paired and partnered in Classroom Teams according to their strengths and opportunities for growth. Specific mentoring is provided in the key areas of Conscious Discipline, Creative Curriculum / Project Approach / Reggio Inspired Learning, REACH and Go NAP SACC Enhanced Standards and Objectives, Class Team Dynamics and Rated License Training among others.

Professional Mentoring and Coaching are also available from the Preschool Director, Guilford Co Partnership for Children, Guilford Child Development, Guilford County Health Nurses, NCDC EE licensing consultant, and many other community agencies and professionals.

FACP has a resource library for professional use. Books, training videos, manuals and other resources are available for staff reference and use.

Compensation & Holidays

Paid Holidays

All staff will be compensated for holidays when FACP is closed (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day) based on their set scheduled hours and rate of pay. If the holiday falls during a day that you would otherwise be scheduled to work, employees will be compensated for their scheduled shift at their hourly rate of pay. If a holiday falls on a weekend, we will take the closest business day as a holiday. Refer to the school calendar for exact dates.

Open Houses, Parent Nights & Conferences

Staff are expected to participate in scheduled events. Compensation will be provided if a staff person's attendance is required.

Program Participation

FACP tries to foster a strong feeling of professional support and encouragement among staff. By taking into consideration other's needs, by looking out for fellow staff members and by understanding and valuing our unique giftedness, talents and abilities we can maintain the highest level of quality service to the community and a high quality work environment.

Personal Appointments

When possible, personal appointments should be scheduled outside your scheduled work hours. Staff should work in conjunction with the Preschool Director to find appropriate times for appointments. Substitutes should be obtained and proper notification should be submitted for administrative approval prior to the appointment.

Reimbursement of Expenses

Any reimbursements dispensed must receive prior approval of the Preschool Director or office manager. All reimbursements requests must be accompanied by a valid receipt.

Substitute Staff

Approved Substitute Staff Roster and Contact List is at the top of our Scheduling Doc for your reference. Access to this document can be provided in the school office with a school email address.

Teacher Workdays

Staff are expected to attend all teacher workdays and professional development days as scheduled.

Staff Benefits

Bereavement Leave

Friendly Avenue Christian Preschool recognizes the problems involved when there is a death in an employee's immediate family. Immediate family, for the purpose of FACP policies, is defined as a person whose relationship is one of the following: spouse, child (step-child, son or daughter-in-law), parent (stepparent or mother/father-in-law), sibling step brother/sister or brother/sister-in-law, grandparent or grandchild. Employees working 20 hours or more weekly will be paid for 2 regularly scheduled workdays in the event of the death of one of the family members listed above. Should additional time off be needed, employees are eligible to use any available PTO. The employee is responsible for contacting the Preschool Director as soon as possible so arrangements for coverage can be made.

Breaks and Lunch

Staff working over 4 hours will receive and be compensated for one 10 minute break. The will be scheduled at the discretion of the office staff based on the schedule and over all needs of the school daily. You may not leave campus on your 10 minute morning break.

Staff working 6 hours or greater are required to clock out for a 30 minute lunch break. Staff may leave the campus or remain on campus. Staff will not spend breaks and lunch breaks in other classrooms as this will disrupt their schedule. Staff will not receive compensation for lunch breaks.

Staff are encouraged to participate in meals and snacks with the children. FACP will provide these meals and snacks at no cost to the employee when eaten during the scheduled time in the classroom with the children.

Inclement Weather & Compensation

If FACP is closed due to inclement weather, employees will be compensated for the hours they were scheduled for that particular day. If FACP operates on an altered schedule due to Inclement Weather, employees will be compensated for their schedule for that particular day if the center is not open enough hours to match the employee's

regular hours. Example: If the center opens late at 9am and closes at 6pm. All staff persons will be able to work a full 8 hour day at that schedule. If the school opens at 10:00 am and closes at 4pm (6 hours of operation), full time staff who work the full 6 hours will be compensated for the full day.

It is our sincere desire to provide service for our working parents; however, we will never knowingly put staff and students in jeopardy to do so. Closings and Schedule Changes will be announced to teachers on BAND asap. Notification to parents will be made on Procure, email, social media and text if necessary. If the school is open and you cannot make it to work at your scheduled time, you must find a substitute to cover your shift.

Jury Duty

FACP encourages its staff members to fulfill their civic duties. Absences accrued due to jury duty shall be paid absences if required to report and serve.

Maternity Leave

Maternity Leave, without pay, is allowed for up to 3 months following the birth of/or adoption of a child. Unused PTO can be used during maternity leave.

Eligible staff will be compensated for PTO days to use at their discretion for sick days, vacation days, or personal appointments, etc. Please refer to the section above on PTO for details. Seasonal staff are not eligible for paid holidays and PTO.

Pension Plan

FACP employees may be eligible for the Guidestone Pension Plan offered to employees of Southern Baptist Churches and Schools through the Southern Baptist Convention. FACP will not make employer contributions to these plans but interested employees may make contributions routinely. Interested employees should consult with the school office manager for more details and to establish an employee contribution account.

Planning Time

Staff responsible for lesson plans and progress reports will be compensated up to eight hours planning time monthly (2 hours weekly). A computer and desk are provided in the school office for planning and personal use during breaks and lunches. Classrooms are staffed with an additional staff person between the hours of 12:00pm-3:30pm. This is intended to allow staff an extra hand during difficult transition times and for Lead Teacher planning time. Planning periods and professional development training on the computer take precedence over personal use of the staff computer. If the Preschool Director is unable to provide classroom leave, the Preschool Director may grant permission for the school to compensate the eligible employee with additional planning

that may be done on or off site outside their regularly scheduled shift. In this event, employees are responsible for submitting the proper documentation to the Preschool Director prior to the processing of payroll. Note: This is only done with prior administrative approval. Planning time should be done outside of the classroom if possible or during rest time when your direct supervision of children is not needed. Planning time should not take precedence over the supervision, safety and engagement of your classroom.

Tuition Discounts

Full time employees of FACP or FABC (working 30 or more hours/weekly) with legal guardianship of a preschool child may receive discounted tuition for their children. Eligible staff members will receive a 50% discount off each child's tuition. In addition, FACP and FABC Staff Members do not have to pay a registration fee. Staff members are required to submit the same enrollment and school forms as other families within the timelines established for other families. All employees' child care expenses will be payroll deducted.

Worker's Compensation Insurance

Friendly Avenue Christian Preschool through Friendly Avenue Baptist Church carries Worker's Compensation Insurance that pays for medical bills and helps cover absence caused by loss of income by an employee as a direct result of an injury suffered while on the job. Any employee injured in a work related accident must report that injury to the Preschool Director immediately. The employee must complete the necessary paperwork to submit for Workers Compensation claims in a timely manner.

Unemployment Insurance

FACP is not required by State or Federal Law to carry Unemployment Insurance. No staff will be eligible for unemployment compensation of any form upon resignation or termination of employment from Friendly Avenue Christian Preschool.

Guidelines for Corrective Action

It is our hope that corrective actions regarding an employee will not be needed. Good communication and the development of open relationships between employees and the FACP Administration Team will assist in keeping the use of these guidelines to an absolute minimum.

Step 1: Verbal Counseling: A member of the Administrative Team will have a conference with the employee to discuss the action(s) in question. The conference will be documented.

In some cases the need for an Administrative Action plan would be necessary to document steps to prevent recurrence and provide accountability to the staff member and administrative team to work collaboration. The Administrative Action Plan would note the policy, procedure, or /rule that was not performed in compliance with the associated agency, remind the expectation moving forward to remain in compliance, offer support or training if applicable and any detailed steps to prevent recurrence and the opportunity for accountability.

(The Preschool Board Chair, Vice Chair and a member of the FABC staff will be consulted.)

Step 2: Written Notice: The Preschool Director with a FABC Staff Liaison or an additional member of the Admin team will have a conference with the employee and complete a written probationary statement when improper action has been repeated after verbal counseling. A repeat of the same or similar action(s) *may* result in termination of employment.

Step 3: Termination: This step will be used as a last resort when the actions of Step 1 and 2 have not corrected the infraction(s) or when there is a situation that is so serious that it requires an employee's immediate termination. This would need to be discussed and approved by the FABC Children's Ministry Director and Associate Pastor of Business Administration long before it ever went to the board. A copy of the written statement of termination will be placed in the employee's personnel file. The employee and the Preschool Director and FABC Staff Liaison will sign the statement. An employee's refusal to sign will also be noted.

Dismissal

Seldom is it necessary to dismiss an employee, however, dismissal may occur for the following reasons:

- Striking, abusing, or humiliating a child or failure to adhering to the Discipline Policy established by Friendly Avenue Christian Preschool

- Abusing or being inconsiderate of parents, visitors, or FACP/FABC staff
- Unauthorized removal of FACP/FABC property
- Unauthorized removal or divulgence of confidential information related to families, children or FACP/FABC employees
- Insubordination or refusal to perform assigned duties
- Gross carelessness or negligence
- Willful destruction of property
- Sleeping during work hours or providing inadequate care of children
- Excessive absenteeism and/or habitual tardiness
- Coercing or enticing others to limit performance
- Coercing or enticing other to violate FACP regulations & policies
- Falsification of records
- Endangering the children and staff of FACP/FABC
- Inappropriate and unprofessional conduct against FACP policies
- If an employee's action results in an Administrative Action being placed on the school by the NCD CD EE
- Leaving a child or children unattended or failing to conduct established Transition Procedures as directed.

Terminated employees or employees placed on disciplinary probation are not eligible for the benefits defined in this handbook. (See Benefits section of Handbook)

Violations that may require disciplinary action:

- Work time: conduct that interferes with the effective completion of assigned work, leaving the work site without permission from the immediate supervisor
- Work performance: Below standard work, excessive time away from the job; and uncooperative spirit is unacceptable. Evaluations include, but are not limited to classroom observations and the annual performance review.
- Professional attitude: colleagues, families, children and visitors are to be treated with kindness, patience and respect both on site, off site and through social media and the internet.
- Confidentiality: Information regarding colleagues, children, and families should be handled professionally and with discretion. Inquiries regarding the sharing of information should be made to the Preschool Director.
- Absenteeism/Tardiness: frequent absences with or without pay are disruptive to the program and progress of the children.
- Emergency Procedures: Fire and medical emergencies are always unexpected. Proper procedures are to be followed in all cases.
- Excessive landline phone use or classroom cellular use.
- Failure to maintain the necessary level of quality, learning environment expected by FACP and/or defined by our licensure by all regulatory agencies.

- Failure to comply with the strategies of Conscious Discipline and/or proven best practice age appropriate guidance strategies.

Conflict Resolution

Conflict Resolution Policy

Positive employee relations and morale can be best achieved and maintained in a working environment that promotes ongoing open communication between co-workers. When conflict arises in the workplace, employees of Friendly Avenue Christian Preschool as a ministry of Friendly Avenue Baptist Church are expected to conduct themselves in a manner that is both Christ-like and professional in nature.

The following steps are available as a guide from Jesus' teachings in Matthew.

Step 1: Spend time in self reflection and prayer about the situation. Reference Matthew 18: 15-20 for biblical guidance.

***15** "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. **16** But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' **17** If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.*

***18** "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be lost in heaven.*

***19** "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. **20** For where two or three gather in my name, there I am with them."*

Remember your Conscious Discipline training. Make sure you are calm before approaching a situation.

Step 2: Identify an appropriate, professional time and place to have a discussion. The director is available to help you with this step if necessary.

Step 3: Talk **directly** with the person first to try to resolve things. Be clear on what your concerns or needs are. Speak in "I messages" when at all possible. Approach the conversation with a solution oriented mindset. Follow up with an additional conversation if necessary.

Step 4: If you still feel like there is no resolve, speak with the Preschool Director. Be ready to clearly define the conflict, the steps you have taken to resolve the conflict and your need for assistance. The director can help you create an Action Plan to work through the conflict.

If the Action Plan needs tweaking or is not working, schedule an appointment with the Preschool Director and Children's Ministry Director for further consultation.

(In the event conflict is with the Preschool Director or a member of the Administrative team, you can counsel the Children's Ministry Director and Associate Business Pastor.)

Step 5: In the event of a significant conflict where the safety of a child or the quality of the classroom/work environment is in jeopardy and you have worked through all of the steps above diligently in a spirit of cooperation, you may send a written letter of grievance to the Preschool Director, Children's Ministry Director and the Associate Pastor of Business within 10 days. The Children's Ministry Director or Associate Pastor of Business will meet with you to prayerfully resolve the issue.

Tips for resolving conflict:

- Remember or Review your Conscious Discipline Training. It works equally well with adult interactions.
- Be mindful that your tone of voice, body language, words chosen and intentions will affect the outcome of your conversation.
- Give all parties an opportunity to address the conflict.
- Read the document "Understanding Our Role & Responsibilities in Conflict Resolution" below and use it as your guide to the discussion.
- Work through small conflicts and do not allow them to grow into larger conflicts.
- Work toward a peaceable resolution.

Understanding Our Role & Responsibilities in Conflict Resolution

Conflict is inevitable. No relationship is immune. "When managed biblically, conflict can serve as a catalyst for change and an opportunity for spiritual and relational growth." "Peacemakers are people who breathe grace." "They draw continually on the goodness and power of Jesus Christ, and then they bring his love, mercy, forgiveness, strength, and wisdom to the conflicts of daily life." (Focus on the Family)

Webster's dictionary defines conflict as a sharp disagreement or opposition of interests or ideas. From time to time conflict in the workplace will occur. Here are some sources of conflict:

- Poor Communication: different communication styles can lead to misunderstandings between employees or between employee and manager. Lack of communication drives conflict 'underground'.
- Different Values: any workplace is made up of individuals who see the world differently. Conflict occurs when there is a lack of acceptance and understanding of these differences.
- Differing Interests: conflict occurs when individual workers 'fight' for their personal goals, ignoring organizational goals and organizational well-being.
- Scarce Resources: too often, employees feel they have to compete for available resources in order to do their job. In a resource scarce environment, this causes conflicts – despite awareness of how scarce resources may be.
- Personality Clashes: all work environments are made up of differing personalities. Unless colleagues understand and accept each other's approach to work and problem-solving, conflict will occur.
- Poor Performance: when one or more individuals within a work unit are not performing - not working up to potential – and this is not addressed, conflict is inevitable.

There are a number of ways to address conflict in the workplace:

- Avoidance: 'hiding our head in the sand', hoping the conflict will go away.
- Collaboration: working together to find a mutually beneficial solution.
- Compromise: finding the middle ground whereby a 'little is given and little is gotten'.
- Competing: 'may the best person win'.
- Accommodation: surrendering our own needs and wishes to please the other person.

It is generally believed that either collaboration or compromise are the most productive forms of addressing conflict because there is not a winner or loser but rather a working together for the best possible solution.

Arriving at a positive resolution of conflict is always the ultimate goal. In resolving conflict, it is important to make sure you do the following:

- Clearly articulate the causes of the conflict – openly acknowledging there will be differing perceptions of the problem(s).
- Make a clear statement of why you want the conflict resolved and reasons to work on conflict.
- Communication of how you want the conflict resolved.
- Address the issues face-to-face (notes, email correspondence, memos are not a productive way to resolve differences).
- Stick to the issues. In trying to resolve conflict, it is tempting to resort to name calling or bring up issues from the past. It is important to address specific behaviors and situations if change is to take place.

- Take time out if necessary. In the resolution of a conflict, our emotions may interfere with arriving at a productive resolution. If this transpires, take a time-out and resume resolving the conflict at another designated time.
 - Copied University of Colorado Boulder Human Resources

Additional POLICIES and PRACTICES

Accidents and Incidents and Emergencies

Staff should have a working knowledge of basic First Aid & CPR procedures. Scraps, butts, bumps, bites and bruises are to be anticipated. Teachers should complete incident forms for any injury or incident affecting the wellbeing or injury of a child. Teachers should review emergency procedures frequently. Each classroom should have an emergency station with current information. This includes:

- Emergency Clipboard with Attendance Roster, Classroom Transition Roster, Emergency Contacts Lists
- Evacuation Procedures
- Posted Allergy and Medical Alerts
- Epi-Pens, Inhalers, and other Emergency Response Medications properly stored and labeled with the necessary paperwork
- Emergency Kits well maintained and stocked
- First Aid and Emergency Response Medications & supplies readily available

As a minor injury occurs, the staff should administer the recommended first aid (cleanse and contain the wound). Staff should then complete the appropriate form to then be signed by the parent or guardian at pick up. The classroom and office staff will work jointly to contact parents or guardians. A copy of the report will be given to the family and a copy kept on file in the office. When serious accidents occur, ATTEND TO THE CHILD FIRST. Any negligence on the part of school staff could result in a lawsuit.

When serious injuries occur:

- Notify the school office at once
- Apply First Aid or CPR
- Call 911
- Notify the Family
- Document the incident
- Complete necessary paperwork

- Complete the Incident Report required by NCDCCD EE when medical treatment is sought. This form should be filed per regulation in the time required by law.
- A member of the FACP or FABC staff should accompany anyone that is transported by emergency vehicle when the family is not present during transport and wait with the child until the family can resume care.

Note: Documentation for families should not include children's names unless it is for their specific child. Please provide as many details as possible. Staff must be actively supervising at all times and aware of incidents as they occur.

Code of Ethics & Professionalism

Staff will become familiar with the NAEYC Code of Ethics (copy in orientation binder) and use that in their decision making processes and work practices. Often your position will require you to refrain from discussing situations with those outside the school staff. Your respectful consideration of sensitive information is expected and required. Please consult the Preschool Director if you are uncertain if a matter is confidential or public. Staff should be careful not to discuss others in a derogatory or otherwise negative light in classrooms and other public places. If sensitive discussions are important to the operation of the school or wellbeing of children and staff, we ask that you seek appropriate spaces and times for conversations. The Preschool Director is here to help you discern these matters as they arise.

Staff are expected to conduct themselves in all ways in a professional manner while on campus both in written form and in personal interactions both spoken and unspoken. Staff should take seriously their role as ministers to young children and their families and present themselves accordingly.

Staff to staff interactions and conversations should be professional in nature. Adult to Adult classroom communications should be positive, professional and pertaining to the children and operations of the school. Staff should refrain from having personal conversations that are not meant for little ears.

Staff should be intentional about communicating positively and professionally with families and specialists. Please remember when relating negative or difficult information the "sandwich approach" works best. (State something positive, deliver the negative or difficult information sensitively and tactfully and follow up with a positive comment).

Staff are expected to conduct themselves in a manner that supports the thoughts and objectives of Friendly Avenue Christian Preschool and Friendly Avenue Baptist Church.

Dress Code

Friendly Avenue Christian Preschool intentionally hires professionally minded individuals who love Christ and seek to serve Him through this vital ministry of Friendly Avenue Baptist Church. We ask that all dress be modest and in good taste. Below you will find some guidelines to help in your work dress selections:

- Skirts, Dresses & Shorts should be at least fingertip length
- Tops must have at least a two-inch shoulder strap
- Shoes must have a gripped sole, closed toe and a back strap for safe, secure maneuvering
- Clothing graphics and verbiage must reflect the beliefs and values of FACP and FABC
- Dress according to the weather. Staff will be outdoors daily regardless of weather.
- Inquire in advance if you are uncertain of an article of clothing
- Shorts are to only be worn during summer camp, from the end of one school year to the beginning of the next (Typically beginning the first week of June and ending the second/third week of August).

Inappropriately dressed staff will have to find coverage, clock out and find appropriate clothing before resuming their shift.

Drugs and Alcohol

During operating hours, no employee or volunteer shall be under the influence of alcohol or controlled substances. Employees under the influence of prescribed substances by a licensed physician should consult with the Preschool Director to ensure they are fit for work. Friendly Avenue Christian Preschool and the entire Friendly Ave Baptist Church campus is a smoke-free environment. All moral conduct and lifestyles should be consistent with the Biblical standards at all times, whether at school or not.

Staff members represent the school and the church wherever they are.

Communications

Written Communications

All written communications with families and between staff should be professional in nature and prior approval is not required unless requested by the school Administrative Team staff. Include the Preschool Director in your classroom communications (newsletters, lesson plans, visitation, etc). Sensitive information regarding classroom management needs prior approval before parents are looped in. Children's Daily Procure communications do not need administrative approval but should be professional in nature.

The Preschool Director will send regular updates via Procure. Updates that include but are not limited to; church and school events, school closings, fun community events, schedule changes and any pertinent updates. Please communicate any information to the Preschool Director that needs to be included in these communications (ex. Important reminders, special upcoming events, explanations of projects, suggestions for parents in working with children at home on important developmental skills, etc.)

Teaching teams will also publicize flyers, newsletters and other communication pieces to effectively communicate with the families in the classroom. These communications are expected to happen at least monthly. More is always appreciated!

Conferences

Staff should be available for conferences with families. The Preschool Director must be informed in advance of a need for any conferences and orchestrate the scheduling. Families will be asked to schedule conferences and lengthy conversations or conversations with sensitive/private content through the school office to ensure that an appropriate space and time are provided. Staff should be careful to keep daily communications from interfering with the supervision of the classroom and students. Written documentation of conferences should be kept in the child's personal folder for reference. Teachers should never hold a conference without a member of the admin team present. If a member of the Admin team is unavailable, the Children's Ministry Director is also available.

Confidentiality

All school records and all student records are confidential. The school policy does not permit showing student records to persons other than concerned teachers and then only with the permission of the Preschool Director.

Discussions of school operations, policies and practices and children's behavior outside official channels is unprofessional. At no time should you ever discuss these matters

with anyone outside the approved school staff. All staff should have a working knowledge of the NAEYC Code of Ethics for Early Childhood Professionals.

Daily Reports

Families with children in the Infant Classroom and our Toddler Department will receive digital updates regarding their child's eating, toileting, sleeping and work habits throughout the day.

Daily Reports are emailed to parents once the child is signed out for the day (updates are alerted via our Procure App throughout the day).

The Preschool Department sends individual updates tailored to development and learning through procure. Meal offerings are notified to parents as a reference point for them when they check with their preschooler about his/her day. Communication moves more towards regular newsletters in the Preschool Department covering projects or current happenings.

Curriculum and Learning Environments

FACP strives to be a "Reggio Inspired Environment". We find great value in the principals of the Reggio Emilia Approach and Project Approach to learning. We use *Creative Curriculum* to guide our planning and the tracking of the developmental progress of students. Preschool Classrooms use the 5th Edition of the curriculum.

FACP also has support curriculum and resources accessible in the school office for planning purposes (ex. Conscious Discipline, Color Me Healthy, Outdoor Activities, Nutrition, Gardening, etc.)

FACP believes the environment is the added teacher in the classroom. Classrooms are set up in a manner consistent with the best practice defined in the Environmental Rating Scales (ITERS, ECERS). Learning activities, Interactions, Program Standards etc are to be consistent with the best practices of the Environmental Rating Scales. All staff will receive Orientation training and refresher training as needed on the Environmental Rating Scales. Lead teachers and class teams are to ensure that the daily classroom operations are consistent with best practice measures defined in the Environmental Rating Scales.

FACP strives to provide aesthetically pleasing indoor and outdoor spaces for children to learn and play. Careful attention should be given to the set up and maintenance of classroom environments. Learning Environments should be:

- Child size and age, developmentally, and individually appropriate settings
- Warm and welcoming

- Inclusive of all persons, cultures, and abilities
- Well organized and labeled for success
- Materials must be child accessible and in good repair
- Furnishings will be child size
- Promote the creativity and self express of the classroom family
- Provide direct and indirect lighting for varied activities and settings
- Safe and sanitary
- Promote the discovery and exploration of children.
- Support the learning process and process of inquiry important to development of a child's natural curiosity
- Natural elements should be present both indoors and outdoors connecting children with nature and the beautiful God given world around them.
- Promote elements of faith development, social and emotional development
- Have displays of the classroom family and a wide variety of diverse representations of diverse populations.
- Be free from "hiding spaces" where children cannot be properly supervised.

FACP recognized the **Outdoor Learning Environment (OLE)** as an equally important area of exploration, discovery and teaching. Refer to page 36 of the Handbook for more details.

Students will learn empathy and responsibility by taking care of plants, class pets and their class family. Students are assigned "class jobs" routinely.

FACP believes that a child's early learning experiences can set them for a lifetime of positive learning experiences. We look for blessings each day and are grateful to be actively participating in the developmental process of young children – one of the greatest miracles of life.

"Children are miracles. Believing that every child is a miracle can transform the way we design for children's care. When we invite a miracle into our lives, we prepare ourselves and the environment around us. We may set out flowers or special offerings. We may cleanse ourselves, the space, or our thoughts of everything but the love inside us. We make it our job to create, with reverence and gratitude, a space that is worthy of a miracle! Action follows thought. We can choose to change. We can choose to design spaces for miracles, not minimums." - Anita Rui Olds

Opening and Closing Procedures

While we recognize individuality of the needs of each classroom, there are some basic guidelines that apply to all classrooms.

Opening

Classrooms should be set up in a way that they are ready to receive children when they arrive. Chairs or furniture should not be stacked up for safety. Toys should be cleaned and returned to their centers. Lights or lamps turned on. Tablet and clipboard ready to document attendance. Teachers should be available to greet children and family members as they are dropping off and assist in any transition of care needs.

Closing

Closing teachers have 30 additional minutes added to their schedule free of supervision and care of children. In these 30 minutes you can meet the cleaning and closing needs of your classroom. Chairs should not be stacked on tables until children have left for the day. Centers and materials are to be open and accessible *for a substantial portion of the day* to remain in compliance with our Rated Licensing.

Emergencies

Staff will receive orientation training on all emergency procedures during their first 6 weeks of employment. Emergency procedures are to be followed according to plan. If an emergency occurs staff will maintain a calm and professional demeanor and insure the safety, physical and emotional well being of all children in their care.

Emergency Evacuation Procedures

Emergency Evacuation Procedures are practiced routinely. Fire drills are held monthly. Other Emergency Procedures such as Tornado Drills, Lockdown Drills, SIDS Emergency, etc are practiced routinely and in accordance with regulatory standards.

Staff are taught fire drill and emergency procedures during orientation. If at any time you have questions or suggestions, please speak with the Preschool Director.

During an emergency drill staff will take the classroom clipboard with the class roster, transition roster, emergency contacts, and vital medical information, any emergency medications, water cooler and a first aid kit with them to their evacuation destination. Fire drill evacuation plans are posted in all rooms for your reference. Tornado drill

evacuations are to the hallway in the preschool wing and interior rooms such as the Infant kitchen & First Aid Room.

Staff are to proceed to their destination using the classroom transition roster to ensure all children are accounted for. Staff should reassure children who are anxious and occupy them as needed if waiting is involved.

Please see the school's Emergency Preparedness Plan for more detailed emergency information. The EPR is in a RED folder to the right of the printer.

Guidance and Discipline

All employees will receive orientation training on the FACP Guidance and Discipline Policy prior to being responsible for any group of children. Employees are expected to maintain this policy at all times. Failure to comply with this policy will result in termination of employment. The behavioral strategies used at FACP are inspired by the *Conscious Discipline* model developed by Dr. Becky Bailey and distributed through *Loving Guidance* are a preferred approach to guidance and discipline at FACP. FACP recognizes other best practice guidance techniques and they are used as needed under the direction of the Preschool Director when other strategies are not successful. Staff will be trained in the concepts and strategies of *Conscious Discipline* during orientation training through an extensive DVD training series. Staff will be mentored by seasoned FACP staff who have experience and proven success in this behavioral approach to child guidance.

All guidance and discipline measures are to be positive and respectful in nature. Classrooms are set up with "Safe Spaces" for children to select when learning to self regulate feelings and emotions. Time out is not used. Children are to be coached and mentored when displaying undesirable behaviors. Children under the age of 7 are not developmentally capable of sitting and thinking about their behavior as they do not yet possess the skill of internal speech.

Providers must exemplify patience and self control when addressing undesirable behaviors realizing that their own internal state plays a part in the solution. A calm caregiver can successfully mentor a child who has lost self control or exemplifies undesirable behaviors. If a staff person needs a break from the situation to self regulate and calm down, Admin Team and Pastoral Staff are available to assist them. Please see the Director for help with this.

Staff will communicate behavioral concerns to families in a professional and solution oriented manner. The Preschool Director should be made aware of behavioral concerns and incidents routinely.

There are times when the strategies we use need additional support. Consult with the Preschool Director to create an Action Plan to involve parents/guardians, specialists, and others to work toward a favorable solution.

Staff will NEVER punish a child in association with food, resting or toileting habits. Staff will NEVER subject a child to punishment that is severe, humiliating, developmentally inappropriate or frightening. Staff will NEVER inflict physical or mental pain on a child.

Any incident of abuse or neglect on the part of an FACP staff member will be reported to the Abuse and Neglect hotline by a member of the FACP staff.

Staff will submit a signed copy of the FACP Guidance and Discipline Policy for the Employee File. Staff should also keep a copy for their frequent reference. Additional copies are available in the school office at any time.

Guiding Healthy Behaviors

Breastfeeding Friendly Child Care Designation: two comfortable chairs located inside the infant room on the sleep side, benches outside for nature friendly breast feeders and for extra privacy the breastfeeding room located near the Jefferson entrance. Please ask an Infant Teacher or member of the Administration Team for help finding these spaces.

Friendly Avenue Christian Preschool is a proud participant of the NC Breastfeeding-Friendly Child Care Designation.

Friendly Avenue Christian Preschool understands that breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both infant and mom. It is important that all staff members support and encourage breastfeeding policies and support families in their breastfeeding efforts providing them with encouragement, resources and support as needed.

Resources and information are made available to families during the initial school orientation tour prior to enrollment and upon arrival to the program. It is important that all breastfeeding families have the support they need to continue breastfeeding while their child(ren) attend our school. Staff will receive orientation and professional development training about the risks and benefits of infant feeding choices, ways to

support breastfeeding families, appropriate storage, labeling, and feeding of human milk, and the process for family feedback.

Breastfeeding employees are allowed time to breastfeed or express milk as needed. We have breastfeeding spaces designated in the building and an additional space outdoors in the courtyard on beautiful days. We want the best for you and your young child. Please let us know if needs arise.

See the Breastfeeding Section on the bookshelf in the Director's office.

Diaper Changing

Diaper changing is a daily responsibility of caregivers of young children. The average child will be changed approximately 5000 times before they learn to use the toilet. Diaper changing offers a great opportunity for caregivers to warmly connect with an individual child multiple times throughout the day. This helps to foster a sense of trust and personal connection between child and caregiver that is vital in a young child's development. Caregivers should follow the following when diapering children.

- Approach the child with respect and consider this a wonderful opportunity to express care for the child as well as a “teachable moment”.
- Make eye contact, hold positive conversations, and respond to the child's needs as you interact.
- If the child is to learn that taking care of normal bodily functions is healthy and desirable, they will learn it from the adult who assists them early in life.
- Build a spirit of cooperation so diapering is not something you do “to” the child but “with” the child.
- Verbally discuss what you are doing beginning with when you approach the child, gather supplies, and through the process. This is a great time to strengthen language skills.
- Follow the posted procedures for changing diapers defined by the NCDC EE or Environmental Health Department.
- Diapering is always done in the designated space in the classroom.
- Fresh gloves are to be worn for each change.
- Document the change in the Procure App.
- Follow necessary sanitation routines at all times.

Meals and Snacks & Nutrition Education

At Friendly Avenue Christian Preschool we believe that there is a direct correlation between the health of a child and his/her readiness to learn. We believe it is our responsibility to provide children with nutritious meals and snacks that will promote optimal growth and development. We also believe it is our responsibility as educators

to teach the benefits of healthy food choices and the source of healthy foods to children and families. We know there is a direct correlation to children's willingness to try healthy foods and their understanding and ideas about those foods. We have seen first-hand the positive connections that are made when children grow and harvest fresh fruits and vegetables and their likelihood to try fruits and vegetables.

Staff are encouraged to eat meals with children as a part of the daily learning experience and promotion of manners, communication and teaching opportunities. Staff are to eat ONLY what has been approved and served to the children during scheduled meal and snack times. All other food items are to be eaten on breaks or lunch breaks outside the licensed space and away from children. Drinks are permitted in concealed cups ONLY with lids during the work day. Staff may drink milk or water during meal time as served to the children. Fast food cups and translucent beverage containers may NOT be used in non-licensed space such as classroom or outdoor environments. Hot drinks must be stored in a cup with a tight lid securing its contents and protecting the children from potential harm. Children should not be able to identify the beverage in the concealed container.

Meal times should be as pleasant and relaxed as possible. Children will participate in Family Style Dining when developmentally appropriate. Staff will use meal and snack time as teaching time daily. Staff will utilize the curriculum ideas provided so students will gain knowledge about nutritious foods and the sources of real foods. A resource library is located in the school office for reference, professional development and planning purposes.

Guidelines for Meals and Snacks Throughout the course of the day, students will receive the following foods at minimum:

2 servings of fruit (fresh, frozen or canned in own juice only)

2 servings of vegetables (at least one serving of bright colored vegetable)

Lean Meats or meatless protein substitutes

High Fiber, Whole Grain Breads, Crackers and Snacks

2 milk servings per day (children under 2 receive whole milk, preschool and school age children receive skim milk)

Water is accessible to children both indoors and outdoors throughout the day.

Note: FACP will refrain from serving any of the following foods that are seen as unhealthy or not in the best interest of children's health: sugary foods, fruit juices or flavored drinks (with the exception of naturally fruit or herb flavored water), fruits in syrup, fried or pre-fried foods, high fat meats, salty snacks, vegetables flavored with heavy butter or meat fat, etc.

Birthdays & Holiday Celebrations On your child's birthday, you can coordinate a classroom celebration for our child. Parents should consult with their child's teacher in advance and request a copy of our Celebration Policy which will include a list of approved foods for celebrations. At FACP we strive to ensure children receive healthy meals and snack options even for Celebrations. All foods served must be fresh fruits and vegetables or foods with an approved food label from an approved certified kitchen. Also note that we are a PEANUT FREE ENVIRONMENT so no product will be served with a nut warning label. Please read labels carefully as products with Peanut Warning Labels will not be served. Celebrations are held at either morning or afternoon snack times. Please schedule these with the child's parents if they plan to attend/provide a birthday snack. If celebration foods arrive at the school but do not meet the established guidelines, they will not be served to the children. Please read labels and the policy carefully. Our staff are willing and available to consult with you in advance to make this a special occasion that supports healthy practices.

From time to time families wish to invite school friends to Birthday Parties outside the school celebration. We ask that parents be mindful of the feelings of our students and if only select students are to be invited this be done outside the school. If all students are invited, invitations can be placed in the child's individual folders outside their classroom. Address and phone numbers of individual students will not be provided by the school. If you wish to request private information from other families we suggest that you approach the parent or leave them a message in their child's folder so they can respond as they deem appropriate.

Creating a Positive Environment for Meals and Snacks

Nutritional Education One very important aspect of educating young children is helping them to recognize and identify healthy foods and begin to understand the benefits to eating healthy foods. We have several curriculum resources available for your reference (Color Me Healthy, Eat Play Grow, etc). In addition, each classroom has a collection of books, learning materials and resources to aid in the children's learning. We also have school Pinterest Boards with collections on activities and recipes related to this topic. Our vision is that mealtime is a relaxed and comfortable time but also a learning opportunity. Through family style dining, preschool children can select portions and learn many related skills. Staff will make daily opportunities during snacks and meals to teach children about healthy foods, the source of foods, how our bodies work and benefit from healthy eating, etc.

Professional Development Regarding Nutrition It is the responsibility of each staff member to participate in a minimum of 2 Professional Development Activities yearly that are directly related to Children's Nutrition. There are workshops and conferences

available, resource books for your reference, professional development articles on our Pinterest and other materials for your reference.

Our Role As Educator and Model Young children look to the important adults in their lives to gain information and emulate behavior. It is important that Early Educators understand their actions in ideas, practices, and thoughts in regards to food will greatly influence the children in their classrooms. We ask that all staff enthusiastically support the goals and objectives we have as recognized by REACH and Early Childhood Educators Advancing Children's Healthy Habits through their practices, conversations and behaviors inside the licensed spaces of our school. We ask that teachers eat only foods that the children are served and eat in conjunction with the children at the table during meal times. We ask that even if teachers do not prefer certain foods, that they encourage children to try and explore the foods served. Staff may have a cup for water during the work day in the classroom. Any other beverage is not permitted unless it is in a concealed container with a secure lid. Fast food cups or food cups with logos on them are not permitted. Teachers may drink the milk provided during meals and snacks in a regular cup at the table with the children.

Staff are also an important resource and advocate for families as well. We expect all staff to support the center's philosophy and work as advocates to families in support of these practices and policies. You will often be able to be a great resource to families on ways to introduce healthy foods to children or what is developmentally appropriate for children in regards to eating and meal time routines.

FACP will provide seasonal resources for families to include the benefits of healthy foods, gardening tips for home, recipes that will encourage healthy meals and snacks at home, etc. We will also post photos of our practices in the classroom to encourage home discussions and promote healthy lifestyles. Seasonal or yearly topics for educating families will cover but not be limited to the following: Food & beverage recommendations for healthy children, appropriate serving sizes for children, importance of variety in children's diet, creating healthy mealtime environments, using positive feeding strategies with young children, our center's policy and philosophy on children's nutrition, meals and snacks etc.

Feeding Practices

Teachers should encourage children to try new foods as they are served.

Teachers will also help children learn to read their body cues to discern whether they are full or satisfied when asking for additional servings of food.

Children are encouraged to eat until their bodies are satisfied. This does not mean children should be expected to or rewarded for a clean plate. This is not a part of our practice here at FACP.

Teachers are expected to sit with the children and participate in the dining experience with every serving.

Teachers are encouraged to make meal and snack times special by decorating the tables or providing special dining music, etc.

Food is never used to calm behaviors or guide behaviors in any way.

Water will be made available throughout the school day in water dispensers indoors and outdoors. The water will be accessible to children at all times.

Fundraising and Nutritional Expectations

FACP makes it our policy not to promote sugary sweet or high salty foods for fundraising. Our goal is to promote nutrient dense foods to families and we feel like this type of fundraising is in direct conflict with our understanding of children's health.

Food Pertaining to Social and Emotional Development

Meal and snack times are great social events within the classroom. With the classroom as the "third teacher", children can be encouraged to relax and enjoy meal time with friends and create a safe space for children to explore new foods and skills. Food is never to be used as a punishment or reward for any behaviors. Staff will use an "authoritative style" of serving. The "authoritative style" strikes a happy balance between encouraging children to explore new foods and self-serving foods that they enjoy most.

Outdoor Play and Physical Activity

The Outdoor Learning Environment (OLE) is an extension of your classroom. Activities should be planned and varied daily.

Clothing for Outdoor Play and Learning

Children and Staff should come to school dressed and prepared to spend a substantial portion of their day outdoors. We encourage children to be dressed in clothing that allows them to move comfortably. Children and Staff should be prepared for daily outdoor play in all types of weather and seasons. Our philosophy here at FACP is "There is no bad weather, just inappropriate clothing". For children to be comfortable and successful operating in their OLE (Outdoor Learning Environment), they will need rain jackets and rain boots or waterproof shoes on rainy days, winter jackets, hats, gloves/mittens, etc during winter months, and light colored, loose fitting clothing in the hot summer months. All children and staff are required to wear shoes that promote safe physical activity daily (running, climbing, playing). Outdoor shoes or shoes for indoor physical activity must fit the foot securely, have their heel secured in the shoe and have a rubber, non-skid sole for safe movement.

Teacher as Model and Play Facilitator

As with all aspects of life, children often form their ideas and behaviors after the adults in their world. The Staff here at FACP understand their role in guiding a child's healthy behaviors by providing rich opportunities for outdoor play, discovery, inquiry and exploration and modeling movement and physical activity in their own actions. Teachers will model physical activity through varied and numerous directed and child-initiated activities that are appropriate and stimulating for the age and individual appropriateness of each child. Through intentional schedules and planning all children will have opportunities for a minimum of 120 minutes of physical activity daily. Activities will be both teacher-directed and child-directed and support our best understandings of what is developmentally and individually appropriate and considered best practice. We also recognize the influence of the physical environment as the "third teacher". With this in mind, staff will ensure that the indoor and outdoor environments promote physical activity and the natural outdoor world. This will be done by seasonal photos and displays, books, learning materials, etc in addition to teacher directed and child initiated activities. Note: This is a great way to tie in high quality indicators in the Environmental Rating Scales and GO NAPSACC enhanced standards (ex. picture displays or books depicting athletes from varied cultures and showing varied abilities).

Non-mobile Babies

Non mobile babies will be offered Tummy Time a minimum of 4 times per day. Tummy time is supervised time when an infant is awake and alert, lying on their belly.

“Opportunities for tummy time should last as long as possible to help the infant learn to enjoy it and build their strength. For infants who are not used to it or do not enjoy it, each period of tummy time can start with 1-2 minutes and build up to 5-10 minutes per session over time. During tummy time, staff will interact with the child providing a pleasant and supportive environment for children to explore and develop. Our facility does not promote non-mobile babies spending time in using swings and ExerSaucers in the classroom. We believe that children should be free to move their bodies and explore their surroundings as they are able.

Professional Development To Support Your Role as Model of Physical Activity and Play Facilitator

Staff are responsible for their participation in at least two professional development training opportunities each year in physical activity and their role as a play facilitator (workshops, conferences, reading professional development articles, research journals, etc.). Staff will have a clear understanding of the benefits of physical activity and connecting children with the natural world. These understandings will be reflected in and through planning, creating outdoor and indoor environments, activity implementation and their interactions with the children in their care.

Movement Is Crucial To Development

Young children have a basic developmental need for movement throughout the day. Healthy, engaged learners are physically active. All staff will promote and encourage frequent movement and physical activity that is stimulating and developmentally appropriate. Children are not to sit for more than 15 minutes without some type of physical movement (excluding nap time and meal time only)

Children's outdoor time or physical activity will never be limited due to behavior and will never be used as any form of punishment or consequence for behaviors. We believe the opposite, physical activity and free play opportunities aid in the child's ability to focus and perform many tasks at a higher level. We also believe that physical activity and connecting with nature helps promote positive mental health and relieves stress and anxiety.

Portable Equipment

The center has a well stocked supply of loose parts and play equipment (jump ropes, pool noodles, balls, balancing equipment, tumbling mats, bean bags, hoola hoops,

scarves, large cars and trucks, wagons, push toys and carts, etc) to promote physical activity. Classroom teachers are to rotate materials and have a wide variety of materials accessible both indoors and outdoors daily. Classrooms also have materials to promote physical activity accessible for the substantial portion of the day (scarves, bean bags, ribbons, crawling tunnels, push toys, etc). There are vinyl climbing mats and shapes located in the corner room of the hall on a shelf (there is a picture depicting how they are to be arranged). There is a balance obstacle course located on a shelf in the Wonder Workshop.

Staff As Advocates

We are committed to promoting the benefits of physical activity to young children and their families. Throughout the course of the year FACP will promote family activities that will encourage and promote movement and connecting with the natural world. We will also provide resources, and information to families of young children about the benefits of play, being physically active and connecting to the natural world.

Inclement or Extreme Weather

Inclement Weather is described as extreme temperatures, high-winds, hazardous air quality, severe storms, and other factors that may make it unsafe for time outdoors. As mentioned above, Staff and Children should come to school each day prepared for a significant amount of time outdoors. There are, however, certain conditions that may limit children's time outdoors. When extreme conditions are present and the children's health or safety is at risk, appropriate, alternate activities will be conducted and available indoors. When extreme conditions occur, children will still participate in a minimum total of 120 minutes of vigorous physical activity daily.

Sun Protection

Every child and staff member needs to be properly protected from the sun daily. We ask that families apply sunscreen to their child prior to school. We also ask that parents provide sunscreen and the appropriate information and permission for the school staff to apply sunscreen after nap or before water activities. We also encourage children to wear hats and cool, loose fitting clothing to keep cool on hot days. Staff will apply sunscreen following appropriate safety guidelines.

SAFETY FIRST

The key to safety is being alert and aware at all times. It is extremely important to the life and safety of every child that you know what is going on and anticipate and respond promptly to the needs of children. Refrain from unnecessary staff to staff conversations while in the OLE. Train yourself to constantly scan the OLE and activities knowing

where the children are in your care at ALL TIMES. Staff cannot adequately supervise children from a sitting position. Staff are expected to walk around the OLE assisting children, encouraging play and learning, participating in activities, and facilitating learning. Our beautiful OLE is specifically designed to connect children with the natural world and promote physical activity. Staff should engage in physical activity with the children daily. Staff should aid children in the exploration of the natural areas and gardens. Children develop confidence and motor coordination when allowed to participate in activities with a bit of risk involved. In these situations when some low risk activities are present staff should directly and actively supervise the event: some examples are children walking up a slide, children rolling logs to investigate bugs underneath, children walking on logs, or climbing a tree etc. At no time should a child be involved in activities that promote great risk.

Staff should ensure that all loose parts and equipment are returned to their proper storing place before leaving the OLE.

Staff are expected to report any hazards or broken materials to the school office at once.

Staff should promote positive feelings and concepts toward the outdoor world. Children are eagerly learning and exploring. Staff are there to facilitate learning and supervise activities carefully.

FACP participates in many professional development trainings to aid staff in understanding their role in the OLE.

Hand Washing

When working with children it is very important that caregivers wash their hands often. Each employee will receive training in hand washing and other sanitation procedures during orientation. Employees are expected to follow all procedures as outlined every time hand washing is required. This is the #1 best method in the reduction of the spread of germs thus the #1 measure in ensuring wellness in the students and among the staff.

Hands should be washed when:

- Entering the classroom
- Before preparing or serving food
- After touching food
- After coming in contact with any body fluids (Note: gloves should also be worn)(ex. Wiping noses, changing diapers, bandaging wounds, attending to sick children, etc)
- After changing diapers (Staff & Child's hands must be washed)
- After touching contaminated objects
- After using the restroom
- After sensory play
- Any other times caregivers feel it is necessary.

Hand washing procedure is as follows:

1. Turn on water, wet hands
2. Get soap, rub soap on hands, top and bottom and in between fingers applying friction under running water.
3. Wash hands for 15-20 seconds.
4. Rinse thoroughly under warm water
5. Get a paper towel.
6. Use the paper towel to turn off water
7. Dispose of the towel
8. Get a second paper towel and dry hands thoroughly
9. Dispose of the towel

Employees should keep fingernails short and be sure to keep under the nails clean. Liquid, antibacterial soap is preferred.

Health Requirements

Staff reporting to work should be well and free from contagious or communicable disease. If a staff person is scheduled for a work shift and not well enough to assume their duties or is contagious, they must secure a substitute to assume their duties and then alert the Preschool Director or School Office. Staff should have no fever and no symptoms of illness for at least 24 hours without symptom reducing medications prior to returning to work. If staff have been seen by a doctor and cleared to return to work, a note will supersede our policies on being completely symptom free.

Please refer to the following for additional guidance:

Guidelines for Common Illnesses and Returning to School:

- **Hand-Foot-Mouth Disease:** child may return after 24 hours of no new bumps forming and previous blisters have popped and are scabbed over.
- **Chicken Pox:** child may not return to school until all lesions have crusted or dried.
- **Head Lice:** child may return after treatment and all live lice and nits are removed. Follow up treatment is required. A member of the administrative team will help screen for re-entry.
- **Strep Throat:** child may return to school after 24 hours of treatment, is fever and symptom free for 24 hours without the use of symptom reducing medications, and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Flu:** fever and symptom free for 24 hours without the use of symptom reducing medications and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Pink Eye:** child may return after 24 hours of eye drop treatment.
- **Pneumonia:** child may return to school after 24 hours of treatment, is fever and symptom free for 24 hours without the use of symptom reducing medications, and is able to safely return per a doctor's note indicating when it would be safe to return to group care.
- **RSV:** fever and symptom free for 24 hours without the use of symptom reducing medications and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Covid:** fever and symptom free for 24 hours without the use of symptom reducing medications and is able to return per a doctor's note indicating when it would be safe to return to group care.
- **Other illnesses:** will be discussed with Administration on a case by case basis.

Additionally proper hand washing of staff and children and sanitation of toys and equipment are the best line of defense when keeping children and staff well. Sanitation and hand washing procedures are taught during Staff Orientation

Copies of the FACP Emergency Medical Care Plan are posted throughout the school for your quick reference. Employees are expected to familiarize themselves with its contents.

Students with a fever of 100F or greater, vomiting (two or more occurrences in a 12 hour period), diarrhea, or contagious rashes or diseases are to be kept from the center until they are symptom free for 24 hours without symptom reducing medications. Staff are responsible for guiding families in this policy along with the school staff. Should a child become ill or experience noted changes in typical behavior, the parents should be contacted at once. Emergency contact information on all children in the classroom is kept in the classroom clipboard and in the school office. Detailed emergency information is available in each child's file in the file cabinet directly behind the office manager's desk, top drawer.

All classroom toys of children in the Infant Environment and Toddler Department should be sanitized daily. This may be done by removing dirt and debris with soapy water solution and then being sprayed with sanitizing solution and allowed to air dry for at least 2 minutes. The dishwasher in the kitchen is also available after 3pm daily for sanitizing toys. It is the responsibility of the closing classroom staff to ensure that all toys and laundry has been returned to the classroom.

Proper Hand Washing and Diaper Changing Procedures are to be practiced at all times.

Housekeeping

Duties of cleaning, dusting, straightening storage areas, cleaning the staff refrigerator, sweeping and mopping, cleaning bathrooms, emptying trash, vacuuming and other housekeeping tasks will be shared by all staff members. The custodian will aid the classroom team in keeping the indoor and outdoor environments as clean and sanitary as possible but is not solely responsible for the process. We work together as a school family to accomplish housekeeping tasks. In the absence of the custodian, the classroom teachers will be responsible for daily cleaning and removing trash.

Internet and Social Media Policy

In the ever changing world of social media and the internet, FACP employees are expected to maintain a public profile that would not offend others or otherwise taint their professional reputation or the reputation of Friendly Avenue Christian Preschool or Friendly Avenue Baptist Church or offend our patrons and staff. Employees are expected to closely scrutinize posts, pictures and other impressions made on all avenues of social media and the internet. We ask that you cautiously and professionally interact with families so that your integrity and the integrity of the school will never be placed in question. Posts and pictures of school children or other staff and their names must be properly approved by the Preschool Director or legal guardian prior to posting. Employees are expected to refrain from derogatory comments and posts regarding Friendly Avenue Christian Preschool, Friendly Avenue Baptist Church, its employees, members, students and families. Failure to comply with this policy will not be tolerated. When in doubt, ask before you post.

Key Fobs

Staff will be issued a key fob device to be used to access the building. Report lost or stolen fobs at once to insure the safety of the facility and those therein. Replacement fobs may be purchased in the school office. All key fobs and keys are the property of FACP and should be returned on the last day of employment.

Legal Matters

Parents who wish for their child's records not to be disclosed to others must do so in writing. The school cannot prevent a biological parent from receiving copies of children's records or remove a child from school unless we have a court order on file. Even with legal documentation staff members will never place themselves or students in harm's way in effort to enforce such rulings.

Medications

In most cases the office staff will dispense medications to children. Classroom Teams will dispense emergency medications as needed. Teachers will apply sunscreen and diaper cream per the written request of the families. No medication is given without complete and thorough written instructions on the approved forms signed by parents or guardians. Once medication is dispensed, it is recorded in the designated log.

There are five rights to administering medications that should be followed without fail.

“Five Rights of Administering Medications”

1. Right medication
2. Right time
3. Right manner / time
4. Right amount
5. Right child

Medications should be sent home with parents after the approved usage time. Staff should ensure that there is permission form for all medications stored in the classroom at all times. Expired medications should be sent home or taken to the office to be properly discarded.

Personal Belongings

Staff members are encouraged to keep their purse & other valuable possessions in the trunk of their locked car. Friendly Avenue Christian Preschool will not be responsible for theft or loss of personal items. We ask that employees not bring amounts of cash into the building. Small bags with personal supplies may be kept in the locked cabinet in your classroom or work space. Personal items such as medication, nail polish or remover, white out, toxic markers, or other materials containing a label “Keep Out of the Reach of Children” should remain in locked storage at all times.

Progress Reports/Portfolios

Lead teachers or other appointed team members will keep ongoing anecdotal records, samples of work and photos documenting progress and current stages of development on the children enrolled in their classroom using the tools provided by *Creative Curriculum*. Parents will receive bi-yearly reports on their child’s developmental progress (January & June). Parents are able to request conferences to discuss their child’s day, developmental progress and any issues or concerns at any time throughout the year. Parents are able to schedule conferences with the school office throughout the

year when the need arises. Portfolios will be routinely kept and maintained on all children over 14 months of age. Portfolios should include but not be limited to samples of work, photo documentation, and developmental checklists. Portfolios should show an accurate depiction of children's work and progress at all times throughout the year and should be made available for parent review at all times. Portfolios are to be sent home with the child's final progress report in June of each year or upon their last day enrolled in the school.

Shared Space

FACP shares classroom space and the OLE with the other preschool ministries of the church. On Wednesday evenings and Friday evenings classrooms will be prepared for church use by the closing FACP classroom teachers. Fragile or sensitive items should be stored properly. We ask that our staff show patience and respect when working jointly with the FABC staff. Thursday and Monday morning staff may need to readjust the classroom after church usage. From time to time the church will use classrooms on other nights. Classroom staff will be notified of changes as they occur.

More detail on the classroom flip process found with the Infant Team, Toddler 1 Team and Preschool 1 Team.

Phone Usage

Personal calls, texts and messages are prohibited from being made or received when you are responsible for the supervision, safety and learning environment of the children. Employees may make and take personal calls, texts, and messages at the following times: on break and at lunch. If you need to make or take an important call, text, or message you will notify the office so someone can relieve you and assume responsibility for the children in your care. If you are expecting an important call, please notify the director or office manager so arrangements can be made for your group to be covered. If an emergency call is made to the school phone, we will find you immediately and arrange coverage for you to leave the room and take the call. Personal calls should not be made in the licensed space indoors or outdoors. Brief phone calls, texts and photography for the smooth operation of the classroom and school are permitted. Once the photos are used, they must be deleted from your phone (not permitted to be used in a personal way - school use only).

Repeat offenders of the cell phone policy may be subject to disciplinary action up to and including termination.

Technology/Classroom Tablet Usage

FACP has a staff computer in the planning room for you to access during breaks, lunch hour, or planning time. The school also has a laptop available for use in the classroom for lesson planning or instructional purposes. Staff are permitted to bring tablets/laptops to school for planning purposes or instructional purposes. Staff are not permitted to engage in personal emailing, social media, or web browsing in the classroom while responsible for the supervision and safety of a classroom. Staff are expected to engage in professional, Christ-like communications in correspondence of any kind pertaining to the school, its families and other staff as well as Friendly Avenue Baptist Church.

Classroom Tablets: are for professional work related duties only. Classroom Tablets are NOT to be used for personal use. There is a stationary computer in the planning room for your personal use during the day on breaks, lunch and in case of an emergency.

Classroom Tablets are set up with the programs and passwords you need for your daily functions. Any change of passwords or additions of programs/ apps, tools, etc. are to be done under the direction of the administrative team.

Storage: Classroom Tablets will be used in the classroom spaces or in other areas of the building during the teacher's planning periods. Classroom Tablets are to be stored in the office on the charging station at the end of each day. Classroom Tablets are not to be taken home or off the facility without advance permission for the Preschool Director. While in the classroom or OLE it is critical that you keep the tablet in a safe place that is easily accessible to staff for documentation purposes yet out of the reach of children. It is important that staff have training sessions with all children and substitute staff on the guidelines and proper usage of this teaching aid.

Student Usage: Students 3 years of age and over may work directly with a staff person to assess skills, look up information, and other learning activities with Administrative approval for the purpose of extending learning opportunities related to current projects. Students under 3 years of age are not permitted to have any form of screen time per our school policy. Please Note: No child is to be ever left alone with a tablet or teacher's cellphone at any time for any reason.

Camera Usage: One of the greatest benefits of a tablet is that you can use the camera feature to document a child's progress, make story boards, and share children's progress and work with others. Each child's family has given the school written instructions about the permission for photos to be used in the school. Each classroom should have a copy of the Photo Release List in their classroom clipboard accessible at all times. Classroom use means a family gives permission for documentation and classroom use purposes. Social Media use gives the school administration team

permission to post photos on their social media site. Shape NC (now REACH) use gives the school permission to use photos for presentations and promotions of the Shape NC program and work. Please refer to this list often when sharing photos.

Supervision: It is imperative that the classroom tablet or teacher's personal device usage not compete with appropriate classroom supervision in any way. No device is more important than the health and safety of the children in your care. Please note that failure to provide adequate supervision or neglect the children in your care will result in immediate consequences up to termination of employment per our Staff Handbook.

Staff are encouraged to schedule weekly planning time with the Preschool Director where they can work on classroom related tasks without being responsible for the supervision of children. Staff may also work on work related tasks with the Classroom Tablet or Planning Computer when children are asleep during rest time. The Classroom Tablet or Planning Computer usage is meant to enhance your teaching strategies and aid you in your responsibilities not to impair the quality of the learning environment.

Classroom Email: Each tablet has been set up with a classroom gmail account. The purpose of this system is primarily to increase communication between the classrooms and administration. Ex. Changes in schedule, training opportunities, forwarding of important articles & information pertinent to the staff.

Office emails are as follows:

Nikki McNair nmcnair@friendlyavenue.com

Laurie Knight lknight@friendlyavenue.com

Miki Derrico mderrico@friendlyavenue.com

Or FACPadministration@friendlyavenue.com when classrooms or individuals have important information to communicate to the office. We hope that this will help with any potential communication gaps that can arise. When emailing FACPadministration, this email goes to Nikki, Laurie and Miki.

Emails as well as Procure communication to parents is to be kept professional in nature. It is the responsibility of the classroom staff to keep the office informed of communications. This is not to take the place of face to face communications or day to day connection with families or conferences as situations arise. CC the Preschool Director on conversations to help keep everyone in the loop of communication.

Social Media

Social Media: Staff are prohibited from posting photos of children enrolled at FACP on their personal social media sites without advanced written permission from the Preschool Director and the child's guardian. Staff may not "friend" current, prospective, or former students under the age of 18, or siblings of those students under the age of 18 on social media. Your social media is a direct reflection of you and therefore a direct reflection of our school and church. No staff member should feel pressured to accept a social media invitation from a parent. Your school provided email address should not be used to create a social media account. Social media should not be used in the classroom and at no time should it be made available to children, ex: snapchat filters.

Visitors

All visitors must sign in on the Visitor's Log in the school office reporting their attendance, purpose of visit and duration of the visit. A member of the office staff will bring the visitor to the classroom after checking in. Personal visitors should be limited to lunch breaks. The classroom is not an appropriate place for personal visitors. Please alert the school office when your class has guests scheduled.

Staff are asked to be aware of those on campus. If you do not recognize someone on campus please ask "May I help you?" and then direct them to their destination. If you feel uncomfortable approaching someone, alert the school office at once. If there is someone sitting in a vehicle for a period of time that does not appear to have a clear purpose on campus, please alert the school office at once. Write down suspicious license plate numbers when possible.

Band App Communications

For cohesive staff communication, birthday celebrations, intruder alerts and general quick notification we use the Band App. Upon employment you will receive an invitation to our staff group and will be up to date on daily/weekly/routine communications.

Wonder Workshop

The goal for the Wonder Workshop is to be an intentional creative art space. The carpeted area is intentionally sparse so that the Infant and Toddler departments can enjoy the space with more appropriate offerings, or ease in setting up safer offerings. The tile area is available for messy, long term or quick projects. There are a plethora of offerings. If you need something that isn't available, add it to the Classroom Orders google doc.

When you use the Wonder Workshop, please clean and sanitize the space so that it is ready for the next classroom. If there is a need for long term storage of projects, the closet has been cleared for that reason. Label your project appropriately so that it's respected and kept safe by all.

Transitioning to the Wonder Workshop is to be considered like any other transition and the roster should be used. The roster will accompany the departing children and note the children that stayed in the classroom. If your classroom is transitioned to the Wonder Workshop, the remaining children should not transition anywhere else to maintain safety.

The Infant and Toddler Department should still transition with two teachers and be able to maintain ratios in both spaces. The goal is to have a Full-Time floater to aid in this. If you are not able to do so and have a project planned, you may contact the school office for support in transitioning. In this instance, you would need to transition with fewer kids than your class ratio.

The Preschool Department can transition with a single teacher if ratios are maintained and that teacher is a permanent teacher in the classroom and the roster goes with the transitioning children. Again, the remaining children in the classroom should not transition anywhere else.

When taking children to the Wonder Workshop, please consider your class and their needs. How intentional can you be with the number of children you are bringing? Will you have enough attention to give to each of them individually while still maintaining the supervision and safety of the whole group?

Wonder Workshop and Rest Time, please be mindful of the time of day you are using it and respectful to classes that may be resting. This does not mean don't go during those times, coming from the mindset of community minded.

Supplies and the Wonder Workshop. Yes, the art materials we have are stored in that space. There is a balance between school wide usage and materials specifically intended for that space because of intentional long term projects. If you find that you need a material that is offered in the Wonder Workshop and you are going to deplete the supply, please note that on the Classroom Orders google doc.

Setting up provocations and materials. This is still an area that we are fleshing out. We have had teachers find moments of inspiration through seasons, and that's wonderful! If you have ideas that you'd like to take ownership of sharing, let's talk! If there are provocations set out and it's your day to use the space and you do not need them, respectfully set them aside and replace them when you're finished!

