



**EMPLOYEE HANDBOOK OF  
FAIRVIEW PARK EARLY EDUCATION CENTER**

**21620 Mastick Road  
Fairview Park, OH 44126  
(440) 356-3515**

**Updated September 15, 2022**

**\* \* \* \* \***

## HOW TO USE THIS HANDBOOK

All policies and procedures of the Parkview Early Education Center are designed to enable us to provide the best possible care for the children entrusted to us. Child care can be a demanding, yet rewarding occupation. Children cope best in an atmosphere of love and care with trusted adults to help them feel safe and secure.

Consistency of familiar adults in the classroom daily is very important. Changes in routine produce anxiety and stress for small children. We are confident that all of our employees will build trusting relationships with the children in the center and provide the love and care to make them feel safe.

This handbook is designed to share the EEC policies and procedures. Please read it carefully and refer to it often. If you have any questions or concerns regarding the contents or your work at the Center, please feel free to discuss them with the Director of Early Learning.

Welcome to the Parkview Early Education Center.

## TABLE OF CONTENTS

	<u>Page</u>
Welcome to Fairview Park Early Education Center.....	1
History of Fairview Park Day Care Center/ Fairview Park Early Education Center.....	1
Purpose.....	1
Philosophy.....	1
Mission Statement.....	1
Overall Program Goals.....	2
Description of Programs.....	2
Child/Staff Ratio.....	3
Terms of Employment.....	4
Categories of Employment.....	4
Job Descriptions.....	4
Hiring.....	5
Screening Procedures.....	5
Hiring Procedures.....	5
Physical Exams.....	6
Non-Discrimination Statement.....	6
Compensation.....	6
Salary Plan.....	6
Pay Periods.....	6
Timekeeping.....	7
All Employees.....	7
Regular Employees.....	7
Sick Leave.....	7
Personal Leave.....	7
Vacation.....	8
Time Off.....	8
Inclement Weather.....	9
Overtime.....	9
Benefits.....	9
Medical Insurance.....	9
Life Insurance.....	9
Retirement (SERS/STRS).....	9
Breaks and Lunch Hours.....	10
Reduction in Child Care Fees.....	10

Supervision and Evaluation.....	10
Discipline and Termination.....	10
Voluntary Resignation.....	10
Complaint Procedure (Informal).....	10
Volunteer Qualifications.....	10
Guidelines for Employees.....	11
Attendance.....	11
Hours.....	11
Lateness.....	11
Absenteeism.....	11
Inclement Weather.....	11
Staff Professional Development and Enrichment.....	11
Staff Meetings.....	11
Obligations for In-Service.....	12
Professional Organizations.....	12
Interaction With Children.....	13
Guidelines.....	13
Interaction vs. Babysitting.....	13
Displaying Good Role Models.....	13
Creating Independent Thinkers.....	13
Playground Supervision.....	13
<i>Six Golden Rules for Staff Members</i> .....	13
Discipline Policy.....	14
School Discipline Policy.....	14
Responsibilities.....	14
Philosophy.....	14
Process.....	14
Restrictions.....	15
Communication With Parents, Staff, Visitors.....	15
Greeting Parents.....	15
Communication With Parents.....	16
Communication With the Staff.....	16
Telephone Communication and Written Messages.....	16
Health and Safety Procedures.....	16
Safety.....	16
Arrival and Departure of Children.....	16
Transportation.....	17
Management of Communicable Disease.....	17
List of Children With Allergies.....	18

Hand Washing Procedure.....	18
Diaper Care Standards.....	18
Reporting Requirements.....	19
Incident/Accident/Injury Report.....	19
Reporting Child Abuse.....	19
Administering Medication.....	19
Emergency Procedures.....	20
Tornado and Earthquake Evacuation Procedures/Responsibilities.....	20
Fire Drill and Bomb Threat Procedure/Responsibilities.....	20
Medical Emergency Plan.....	21
<b>Emergency Telephone Numbers.....</b>	<b>21</b>
Miscellaneous.....	22
Dress Code.....	22
<b>Staff Members' Note (exterior doors).....</b>	<b>22</b>
Appendix.....	23
Appendix A: Current Salary Schedule .....	24
Appendix B: Job Descriptions.....	25
Appendix B-1: Child Care Coordinator.....	26
Appendix B-2: Day Care/Preschool Caregiver.....	29
Appendix B-3: School Age Caregiver.....	32
Appendix B-4: Kitchen Staff.....	34
Appendix B-5: Child Care Secretary.....	37
Appendix C: Separation and Transition Policies.....	39
Appendix D: Requests for Leave.....	41
Appendix D-1: Application for Sick Leave	
Appendix D-2: Notification of Personal Leave	
Appendix D-3: Vacation Request	
Appendix E: Incident/Accident/Injury Report.....	42
Appendix F: Request for Administration of Medication/Medication Log. ....	43

## **WELCOME TO FAIRVIEW PARK EARLY EDUCATION CENTER**

### **HISTORY OF FAIRVIEW PARK EARLY EDUCATION CENTER**

Parkview Early Education Center opened for child care on August 23, 1982, with a staff of four and a total enrollment of 40 children. We offered morning and afternoon nursery school, kindergarten extension, and before/after school care. By October, 1982, we had the use of five rooms for these five programs, staffed by six people, serving on the average 65 three- to twelve-year-olds. Seven years later, the winter of 1989 found us using 14 rooms for seven programs (toddlers, day care, nursery school, kindergarten extension, before and after school, vacations--summer included, and special needs).

Currently, EEC houses the child care programs, Toddlers, Preschool, Developmental Assistance Programs (DAP), and Kindergarten. Through the child care programs we offer to the community, we try to meet the various needs of the children and families who live in Fairview Park and surrounding areas.

### **PURPOSE**

It is the intention of the school to provide safe, pleasant supervision of children from ages 18 months through elementary school. This supervision will include activities which are educationally, socially, emotionally, and physically appropriate for the developmental stage of each individual child. We want parents to feel comfortable in the knowledge that their children are being safely cared for and helped in their general development. We encourage parents to communicate their concerns and comments to us and invite them to participate in the different parent programs we offer throughout the year. For children enrolled in our Preschool/daycare, twice a year, parent/teacher conferences will be arranged to discuss the learning and development of the child.

### **Early Education Center Philosophy**

The philosophy of the Parkview Early Education Center staff is based on the belief that all young children learn best through play in a nurturing and secure environment, facilitated by an educated, caring staff. We believe that the curriculum should be developmentally appropriate, child-centered, and process-oriented. We hold the belief that each child is a unique individual whose differences are to be celebrated and who is to be accepted for who he/she is and what he/she may become. We believe parents are the child's first teacher and are an essential partner in ensuring their child's successful early childhood experiences at EEC.

### **EARLY EDUCATION CENTER MISSION STATEMENT**

At the Early Education Center, we are committed to providing a nurturing, caring environment for all children by fostering positive family relationships to create a strong foundation for educational success and lifelong learning.

## **OVERALL PROGRAM GOALS**

The goals of the Fairview Park Early Education Center are to:

1. Foster a safe, secure, nurturing environment which facilitates children's learning and growing in all areas of development (physical, social-emotional, cognitive, and language);
2. Facilitate children's learning through a play-based curriculum and developmentally appropriate activities, materials, and equipment that value process versus product;
3. Create a balance of quiet/active, indoor/outdoor, and child-initiated/caregiver-initiated activities;
4. Foster an atmosphere where each child is accepted for whom he/she is and diversity is celebrated;
5. Design and implement a program to meet the individual needs of each child;
6. Form a partnership with parents in the care and education of their child(ren);
7. Promote parental involvement through a variety of options;
8. Select staff that exhibit the qualities needed to care for and educate young children;
9. Provide staff with professional development opportunities to enhance their knowledge and experience;
10. Plan for the smooth and successful transitions children make from home to school, from classroom to classroom, and from preschool to kindergarten.

## **DESCRIPTION OF PROGRAMS**

**Toddler** is full-day supervision of children 18 months through 3 years of age that includes developmentally appropriate activities, nutritious lunches, and snacks. When a child is ready for toilet training, staff members are to discuss the procedures with the child's parent(s).

**Daycare** is full-day supervision of children and includes developmentally appropriate activities, nutritious lunches, and snacks. Preschool children (ages 3 to 5) enrolled in this program also participate in our Preschool activities. All children have the opportunity to rest each afternoon.

**Preschool** is operated in a two and a half-hour block of time in the morning. Various readiness and developmental activities are part of each day's schedule.

**Before and After School (K – 5<sup>th</sup> Grade)** supervision is available to children attending public and private schools serviced by the transportation provided by the Fairview Park School System. A school bus transports children between their schools and Fairview Park Early Education Center. Afternoon snacks are served. Recreational activities are provided, and children have the opportunity to do homework. Our staff is here to help children with school work upon request.

**Special Needs** - Fairview Park Early Education Center accepts and provides services for children with special needs. Our program is designed to allow everyone to equally participate at his/her ability level in all areas.

We have several children with special needs enrolled in our school. Staff is expected to treat the children with love and respect and to help them grow and reach whatever level of achievement they can. The interaction between these children with special needs and other children is remarkable. As a staff member you can help this process be an enjoyable one for all involved. It is beneficial for children to grow up with diverse surroundings so they will understand differences and interact with everyone in positive, caring ways. We feel this program is a vital part of our school and provides services for children with diverse needs and abilities.

The main goal of our program is to provide an environment where everyone will learn to live and work together regardless of individual differences. Our philosophy emphasizes that all people are more alike than different. This concept is consistent with the public schools' philosophy of providing programs in the least restrictive environment.

In-service programs are available through Polaris Career Center to help staff learn about and understand the needs of all children. **Staff is required to get certified in First Aid, Communicable Disease, Child Abuse, and CPR. These certifications need to be renewed every two years. In addition to the above classes, staff is required to obtain 20 hours per year of professional development in the field of Early Childhood. These classes must meet the requirements for Step Up to Quality by being Ohio approved. All staff members must register in OCCRRA.**

#### CHILD/STAFF RATIO

<u>Age</u>	<u>Ratio</u>	<u>Maximum Group Size</u>
18 months to 3 years	1-7	14
3 years	1-12	20
4 to 5 years	1-14	20
School-aged	1-18	20

These ratios are required during the day, with the exception of nap time. **Ratios are in relation to the youngest child in the classroom.**



## **TERMS OF EMPLOYMENT**

### **CATEGORIES OF EMPLOYMENT**

Head Classroom Teacher /Preschool– A regular employee licensed by the state of Ohio in Early Childhood Education (PK-3)

Head Classroom Teacher/Toddlers- A full or part-time employee, with a minimum of a high school diploma, who works year round.

Assistant Classroom Teacher - A full- or part-time employee, with a minimum of a high school diploma, who works year-round.

Substitute Classroom Teacher - An employee, with a minimum of a high school diploma, who works occasionally when called by the District to fill in for an absent regular employee, or who has a sporadic schedule during the year.

### **JOB DESCRIPTIONS**

All employees are expected to maintain and provide the following for the children they are working with and the environment in which they are working:

1. It is every head classroom teacher's responsibility to keep a lesson plan book and have activities planned ahead of time relating to each group of children every day. Lesson plans will be reviewed on a weekly basis and shared electronically with the Director. All lesson plans must include the Learning and Development standards and must be aligned to our curriculum.
2. Rules must be displayed in each classroom. In addition, they are to be clearly explained to children on a regular basis. Positive reinforcement is to be used to discipline and guide children.
3. The daily schedule must reflect the developmental need for children to have a balance of active/quiet, large motor/small motor, and group/individual activities.
4. Curriculum is to be varied, including--but not limited to--sports, music, dance, science, nature, art experiences, drama, and cooking.
5. Children's interests and ideas should help to determine the activities.
6. The classroom activities are to include both short-term projects or activities and others that may take several days of a child's work.
7. Children are to be greeted warmly by name as they arrive and recognized as they are leaving.

8. The room's atmosphere should be warm, attractive, and comfortable.
9. A variety of play/learning materials are to be accessible to children.
10. Play and activity spaces are to be kept clean and well organized.
11. The attitude of staff members toward each other, parents, and students is to be one of respect and professionalism.
12. Children are to be encouraged to work on “self-help skills,” not just “busy work.”
13. It is very important that each room be left clean. Items must be put back where designated and the room left presentable for another group to use. Part of your job is to teach the children how to pick up and take care of the room and the materials in it.
14. Any items to be used only for a specific group must be designated as such so they will not be used by others who use the room.
15. The custodian must be notified of broken toys and furniture as soon as they are noticed.
16. Periodic staff meetings are to be attended.

## **HIRING**

### Screening Procedures

An interview and tour of the school will be conducted by the Director or Coordinator before employment. Upon employment, new employees have 60 days probation in which to acclimate themselves with their position and complete necessary training which are a requirement of this position. Failure to complete the training could result in termination of employment. Required trainings include: CPR/AED, Child Abuse and Prevention, First Aid and Communicable Diseases. Training is available free of cost at Polaris for employees of the Fairview Park City Schools. Online training is available for some of the classes for a fee. All employees are also required to establish an OCCRRA(Ohio Child Care Resource and Referral Association)account. All professional development information will be uploaded to this database and maintained.

### Hiring Procedures

All prospective employees must complete the following Ohio Department of Education (ODE) requirements and/or forms:

- Employee application
- Conviction statement
- Three (3) references
- Medical Statement

- Diploma and/or college transcripts

All prospective employees must also complete the following District forms, and employment will begin upon receipt of:

- Employee application
- BCI/FBI check (at employee's expense)
- SERS form
- W-4 form
- I-9 form
- Status sheet
- IT-4 form
- SSA 1945 form
- OSHA Workshop
- TB Test

#### Medical Statement/TB Test

**Each employee needs to have an examination by a licensed physician not more than two months prior to employment or within 30 days of employment.** There must be a medical statement signed by this physician on file at the school certifying that the employee, based upon the medical history and physical condition at the time of the examination, is free of apparent communicable disease, including tuberculosis. It must also certify that the employee is physically fit for employment in a facility caring for young children, and that the employee has been immunized against measles, mumps, rubella, tetanus, and diphtheria, except for persons born on or before December 31, 1956. **Medical statements need to be updated every 5 years.**

#### Notice of Discrimination

The Fairview Park City School District Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Position Title: Special Education Coordinator

Address: 21620 Mastick Road. Fairview Park, OH 44126

Telephone Number: 440-331-5500

Email address: [jprice@fairview.k12.oh.us](mailto:jprice@fairview.k12.oh.us)

## **COMPENSATION**

#### Salary Plan

All employees are paid at an hourly rate established by the Fairview Park Board of Education. Placement on the salary schedule will be determined by the Superintendent and be based on level of education and/or experience. (See Appendix A-1 for the current salary schedule.)

### Pay Periods

The annual payment cycle occurs over 24 installments for full time employees and occurs on the 1<sup>st</sup> and the 15<sup>th</sup> of every month. Paychecks are all done electronically with direct deposit. If you have any questions regarding your paycheck, contact the Director or Teresa Minerd (x1117). All employees must participate in direct deposit and will receive a statement each pay period showing gross pay, taxes, deductions, sick leave, personal leave, and net pay beginning 8/1/14. Contact the Treasurer's office if you have any questions regarding this procedure.

## **TIMEKEEPING**

### All Employees

Employees are required to clock in at the start of their scheduled shift. All employees are required to use the time clock located outside the office, clocking in at their scheduled time and clocking out at their scheduled time. These times are recorded electronically, and employees must verify their hours worked through the TimeClock Plus program online. Failure to follow this procedure may result in disciplinary action.

**\*Note: The EEC Administration reserves the right to change/modify the means in which time worked is tracked.**

### **Employees Eligible for Sick/Personal/Vacation Time (Staff Supports)**

#### Sick Leave

Eligible employees' accumulated sick time is based on the number of hours per week the staff member works and is accumulated after each pay period. These carry over year to year. Sick leave should be used for absence due to personal illness, illness due to pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family. Immediate family is defined as husband, wife, child, foster child, parent, or any other family member living within the household of the employee. The employee may also use sick leave for serious illness, serious injury or death of the employee's parent, grandparent, grandchild, in-law, child living outside the household or sibling. In addition, the employee may use sick leave in connection with the pregnancy or birth of a child to a daughter or daughter-in-law for not more than three (3) days total. Use of sick leave for any reason not listed, or the falsification of documents requesting or relating to the use of sick leave are grounds for disciplinary action, including dismissal. **A physician's statement may be required in certain instances.**

#### Personal Leave

Employees may be granted up to three (3) days of personal leave per year, which is converted to hours depending on how many hours the staff member works. If all three personal days are not used prior to July 31<sup>st</sup>, a lump sum payment will be made to the employee. **Personal days may not be used to extend a vacation or holiday.**

	3 Days	2 Days but less than 3 Days	1 Day but less than 2 Days
Full-time	\$ 180	\$ 100	\$ 50
$\frac{3}{4}$ time	\$135	\$ 75	\$ 37.50
$\frac{1}{2}$ time	\$ 90	\$ 50	\$ 25
$\frac{1}{4}$ time	\$ 45	\$ 25	\$ 12.50

*\*For purposes of this chart, Full-time means 6 ½ hours and above worked per day*

### Vacation Time

Employees will accrue 10 days (equivalent hours) during the first year of employment. Part time staff can use their vacation in either 10 days equivalent hours or up to 8 hours per day until the time is used. Vacation may be taken as it is accrued, but shall not be advanced. New employees must complete three months in order to use accrued vacation. Vacation time must be cleared and approved by the Director or Coordinator ahead of time. The maximum accumulation of vacation will be 15 days. If you need a day off or wish to take a vacation day(s), it must be cleared and approved by the Director or Coordinator ahead of time. After 5 years of employment, each regular employee is entitled to 15 days of vacation and after 20 years of employment 20 days of vacation, which is converted to hours depending on how many hours the staff member works. Staff may rollover vacation time based on the following: 20 days yearly may rollover the equivalent of 5 days, 15 days yearly may rollover the equivalent of 3 days and 10 days yearly may rollover the equivalent of 1 day.

It is necessary to establish guidelines related to vacations. As in any other business, vacations will be scheduled during those periods when the least disruption of regular work will occur. The following guidelines will be used:

1. All vacations must be approved in advance.
2. A yearly schedule will run from August 1<sup>st</sup> to July 31<sup>st</sup>. Days must be used during the year they are posted.
3. No more than one week (5 days) of vacation may be taken at one time WITHOUT ADVANCE NOTICE.
4. **No vacation will be permitted during the week prior to the end of school and the week prior to the opening of school.**
5. If several employees request vacations on the same date(s) that will hinder the efficient operation, seniority determines who gets preference.
6. If the yearly schedule (August 1<sup>st</sup> to July 31<sup>st</sup>) fluctuates, an average daily time will be determined by the Principal and/or District's payroll clerk. Vacation day(s) pay rate will be based on the employee's scheduled hours at the time the day(s) are taken.

## Time Off

### **Paid holidays include:**

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Memorial Day  
Juneteenth

Labor Day  
Thanksgiving and Friday after  
Christmas Eve Day  
Christmas Day  
  
New Year's Eve Day  
Fourth of July

The school is closed for one week between Christmas and New Year's Day. These dates may vary each year, so please check them.

An employee must work the last scheduled day before and the first scheduled day following the holiday in order to receive pay for the day.

### Incident Weather

During the winter months, **ALL EMPLOYEES ARE EXPECTED TO FOLLOW THEIR NORMAL SCHEDULES UNLESS THEY ARE CALLED**, even if Fairview Park Schools are closed due to snow. The Director or Coordinator will call if an employee is to stay at home.

### Overtime

The Director or Coordinator will authorize employees needed to work overtime (working more than a 40 hour work week).

## **BENEFITS (Staff Supports)**

### Medical Insurance

Day care employees who work a minimum of 32 hours per week are entitled to single medical insurance, including hospitalization and dental. If the employee would like family coverage, he/she must pay half of the monthly premium. An employee who is absent from work in an unpaid status (other than FMLA or other approved leave), may be subject to payment of an additional portion of any insurance premiums. For this purpose, the paid hours worked will be divided by the regularly scheduled hours to determine the percentage that the Board will pay, with the remainder deducted from the employee's paycheck.

Present staff members interested in hospitalization coverage must so indicate and enroll in that program during the open enrollment period.

New employees will have the option to enroll in either medical or dental programs within 30 days of hire upon employment. If the individual declines at that particular time, he/she may apply during the next open-enrollment period.

An employee who has a change in status and is eligible for coverage may purchase

hospitalization coverage at the time his/her status changes.

Life Insurance A life insurance policy worth \$13,000 is provided for each regular employee at the expense of the Day Care. An additional \$13,000 policy may be purchased by regular employees and is taken out of the second pay period each month. Individuals interested in purchasing the additional coverage should contact the District Treasurer to make such arrangements.

#### Retirement (SERS)

The Ohio Revised Code requires employees to enroll in the state retirement system (SERS). Retirement is drawn from each pay with the District contributing the statutory established rate and the employee contributing the statutory established rate.

#### Breaks and Lunch Hours

Employees are entitled to a 15 minute break per four hours worked, and may take a one hour unpaid lunch if working eight or more hours in a day. Employees are required to clock in and out during their lunch break.

#### Reduction in Child Care Fees

Child care may be available for children of employees of the Day Care free of charge, effective October 1, 2022.

#### Paid Professional Development

Employees who attend professional development events during the regular school day are paid their regular rate of pay during the hours of the training.

#### Flexible Spending Accounts (FSA)

Regular employees are eligible each year to participate in FSA. Please see Teresa Minerd (x1117) for more information about open enrollment dates and/or <https://www.benexpress.com/fairview>

### **SUPERVISION AND EVALUATION**

The Director is the primary supervisor of the Early Education Center. In addition, the Director reserves the right to informally evaluate employees on a year round basis through constant observations during day-to-day work situations.

Upon completion of a formal evaluation, the Director will schedule a half-hour conference with the employee.

#### Discipline and Termination

Employee reprimands may be given for violation of rules and regulations of the Fairview Park Board of Education, for insubordination, or for reasons of unsatisfactory performance of duties or specific job tasks. Job tasks include but are not limited to making sure all SUTQ documentation is in order and easily accessible, maintaining lesson plans, assessments, evidence of student growth and all professional development hours. Employees are expected to follow the policies and procedures, not only of the Early

Education Center, but also of the Fairview Park School District. Failure to follow these policies and procedures to the satisfaction of the Director may be cause for termination.

### Voluntary Resignation

In the event an employee chooses to resign from his/her position, a letter of resignation needs to be given in writing at least two weeks prior to the last day of employment and sent to the Fairview Park Board of Education, with a copy directed to the Director. It is recommended, however, that the employee first discuss his/her resignation with the Director to assess the situation.

### Complaint Procedure (Informal)

When a complaint arises, the person making the complaint should first discuss the problem with the person directly involved, generally the Director, within ten (10) calendar days of the alleged violation. If the problem is not settled satisfactorily, the employee is to discuss it with the Superintendent of Schools. The objective of all parties is to resolve the matter quickly, in an informal manner, at the lowest possible level.

## **VOLUNTEER QUALIFICATIONS**

Community volunteers are a valued asset to the operation of our school. All volunteers will be interviewed by the Director or Coordinator before beginning service.

All volunteers need to complete a BCI/FBI check at his/her expense. In addition, volunteers must provide a signed medical statement dated not more than 12 months prior to service or within 30 days of service and a signed non-guilty/non-conviction statement to be kept on file.

Certain procedures and conditions may be imposed depending on with whom the volunteers are working. These procedures and conditions will be discussed with the Director prior to service.

## **GUIDELINES FOR EMPLOYEES**

### **ATTENDANCE**

#### Hours

Scheduled hours will be approved by the Director. Each employee will have a set schedule to follow depending on the school's needs. The Director reserves the right to decrease work schedules due to the lack of need.

#### Tardiness

**Employees are required to arrive at work on time and to be ready to work as soon as they arrive.** If an employee is running late or is having a problem getting to work on time, he/she must call the school immediately so the position can be covered until his/her arrival. It is also very important not to leave the room or groups, even if the employee is due to go



home, until someone has taken charge of the children in his/her care and ratios permit. Habitual tardiness or leaving your assigned room/group may lead to disciplinary action.

### Absenteeism

On days in which an employee is unable to work due to illness, they are required to notify the Office Coordinator and/or the Director. At that time they may be instructed to utilize AESOP to find a substitute for their position. Sufficient notification is required to better obtain a substitute and provide a safe environment which meets state licensing requirements. Appropriate notice would be the night before or not before 6:30 AM of the day of illness.

### Inclement Weather

During the winter months Fairview Park Schools may close due to bad weather. The day care facility, however, will remain open. An employee who hears that the Fairview Park Schools are closed should plan to follow his/her regular work schedule unless otherwise notified by the Director or Coordinator.

## **STAFF PROFESSIONAL DEVELOPMENT/PROFESSIONAL PLAN PROCESS**

### Staff Meetings

The Director will schedule **mandatory** staff meetings throughout the school year. If for some reason an employee cannot attend a meeting, he/she must discuss it with the Director in advance.

Smaller staff meetings involving caregivers of the particular groups of children an employee works **with (i.e., toddler, day care, preschool, and school-age programs) are also sometimes held during the school day** – usually during nap time. During these meetings curriculum, daily activities, in-service topics, and professional growth areas will be discussed.

All employees will be paid their hourly wage for attendance of staff meetings.

### Obligations for In-Service/Professional Development

As a preschool/school age program, EEC is under state licensing regulation and must meet certain requirements concerning in-service training of staff. Under Ohio Department of Education (ODE) regulations, all employees must complete 30 hours of in-service per two years (biennium), 20 hours in the first year and 10 additional hours the second year. **Annual completion refers to the school year, from July 1 to June 30, or every 12 months, from the date of hire for staff employed after the school year begins.** A professional development plan (form JFS 01587) must be completed within 30 days of each staff member's hire date by the individual employee. Plans are reviewed and monitored with each teacher observation (twice a year). The goals on the plan are established and tailored to the age group the staff member is currently working with. It includes the employee's strengths, opportunities for growth, and their interests. This is in addition to the First Aid, Communicable Disease, Child Abuse, and CPR training that is also required. Employees must also set up an OCCRRA account within 30 days of employment. Any employee with questions concerning his/her requirements should

discuss them with the Director.

Any employee wishing to attend professional development opportunities must get prior approval from the Director. The Director will have final say as to whether the school will support the employee's attendance. **Employees must turn in the completed ODE training form and the ODJFS in-service form in order to receive credit for the in-service. All inservice hours must be uploaded to the employees OCCRRA(Ohio Child Care Resource and Referral Association)account.**

## **INTERACTION WITH CHILDREN GUIDELINES**

### Interaction vs. Babysitting

We are not babysitters--we are professionals. You should look upon yourself as a professional and ask, "How do I look to a parent or a visitor coming into the room?" Sitting on desktops, tables, radiators, etc., is not "interacting" with children. Conversations with other staff members or parents are to be held to a minimum while a staff member is in charge of a group of children. (Often this is when an "accident" may occur or behavior problems develop.) Children love to have adult involvement in group activities as well as independent play. Therefore, staff members are to participate directly in planned activities as well as group or free time.

### Displaying Good Role Models

The way a staff member presents himself/herself as a caregiver is vitally important to the respect he/she earns from each child. Not only the way staff members look, but also the way they sound influences how a child views him/her as a discipline figure. The sound and tone of voice used, what is said, and how it is said play an important part in the staff member's credibility.

### Creating Independent Thinkers

With varying degrees at each age, staff members play an important part in creating independent children. Each child needs to be encouraged to do things in the room; for example, push chairs in and pick up items on the floor. If necessary, an activity can be stopped five minutes early to allow time to "clean" the room. This helps children to become more responsible.

When choosing activities, it is important to remember that they need to be appropriate to the age and development of the children with whom a staff member is working. Cutting, pasting, and coloring are activities the children should do themselves in order to develop their skills. Children should also be helped to be responsible for checking their mailboxes every day for important papers and projects.

### Playground Supervision

Employees are to spread themselves out when supervising the playground. Employees must monitor behavior as well as watch for accidents. By spreading out, employees are more accessible to the children and provide proper supervision. While students are on the playground please be sure to put up the chain across the back parking lot to ensure no

cars will be parking in the back lot.

### **SIX GOLDEN RULES FOR STAFF MEMBERS**

1. **Directions**  
Be within reach of a child when you give a direction or explanation. Be ready to assist in helping the child to follow the direction, if needed. Rule of thumb: Do not repeat a direction more than twice or shout across the room.
2. **Re-Directions**  
Always try to tell the child what he/she should be doing rather than what he/she should not be doing. Avoid saying “no” and “don't.”
3. **Choices**  
Do not state a direction as a choice when there is no choice. This means not putting a question mark at the end of a sentence, or adding, “OK?” to it. When you do give a choice, accept the child's answer.
4. **Tone of Voice**  
Notice your tone of voice, volume, expression, etc. Is your tone noticeably positive when a child is behaving appropriately? Is it neutral when you are giving directions or re-directions? Does your voice sound confident and assured? Beware of a negative or threatening tone of voice.
5. **Language**  
Provide as much explanation as possible, even if the child cannot understand all of it. Use simple terms and concrete examples (such as pictures) whenever possible. Provide commentary on what the child is doing. The more language the child is exposed to, the better.
6. **Consistency**  
When the child is learning new skills or behaviors, always try to give directions using the same words or phrases each time. Using different phrases, even though they mean the same thing, may be confusing.

### **DISCIPLINE POLICY** **SCHOOL DISCIPLINE POLICY**

#### **Responsibilities**

The head caregiver in each classroom is responsible for classroom discipline. The EEC's discipline is overseen by the Director.

#### **Philosophy**

The words “consistency” and “common sense” are crucial when dealing with children. As a caregiver, it is necessary to make sure that children have a clear understanding of rules

regarding classroom behavior, use of toys, equipment, gym, and playground. Once this rapport has been established, it is vital to be consistent in following these rules every day with each child. If the staff acts together as a group on this issue, it not only makes life easier for the employees, but also makes clear to the children the rules of the school which must be followed.

In general, the school's guideline for disciplining a child is to make sure the directions or rules the child is to follow are repeated. An effective teacher emphasizes positive over negative reinforcement for student performance and behavior and has a greater reliance on praise rather than criticism.

If a staff member continually has concerns with a particular child, it is necessary to document any incidents (dated and detailed), as well as conversations with parents or phone calls that may occur. It is also necessary to have a file card or a notebook for each child in the class with his/her name, address, phone number, and parent's name. Any time a staff member talks with a parent, whether it be positive or negative, this should be indicated on the child's file card or in the notebook. This becomes very beneficial should a parent/caregiver/Principal conference be needed.

### Discipline Process

Classroom rules are to be displayed in each room at all times. When a child is not meeting expectations in the classroom, with regard to behavior, the following steps are to be taken:

1. The child is reminded of the specific classroom rule.
2. The child is redirected and/or given appropriate alternatives to the inappropriate behavior.
3. Steps 1 and 2 are repeated until the child understands what is expected and corrects his/her behavior. If the problem is with another student, separation from each other is recommended.
4. Children that continue to display unacceptable behavior may be removed from the group and given the opportunity to regroup or refocus in the classroom or Director's office.
5. If the behavior still continues, a parent-caregiver and/or Director consultation may be necessary to develop a plan of action.
6. If the child continues to have difficulty with behavior, withdrawal may be in the best interest of all involved.

### Restrictions

The previous process is to be applied to all persons on the premises and is restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

- No child shall be subjected to profane language, threats, derogatory remarks about him/herself, his/her family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **COMMUNICATION WITH PARENTS, STAFF, AND VISITORS**

### Greeting Parents

One of the job responsibilities of each staff member is to know each child by name and be able to associate him/her with his/her parents. It is important for each child to be acknowledged when entering or leaving an area. If a staff member does not know a parent, he/she should introduce himself/herself. A staff member who is not sure of a child's name should find it out. Whether on the playground, in the gym, or in a classroom, it is important to be aware when a child leaves or enters a staff member's care. One of a parent's worst fears is that his/her child will be "taken." It is your job to try to calm those fears as best you can. By verbally acknowledging the child, the parent can gain some security in knowing that a staff member is aware of his/her child.

### Communication With Parents

If there is a reason to contact a parent, the staff member should locate the child's home, cell, or work number and/or email address and telephone or email when he/she has a free moment. If it is late in the day and the staff member will see the parent before leaving, it is advisable to wait and talk to the parent in person. It is very important, when discussing a child with his/her parent(s), that the staff member not portray his/her feelings or how he/she thinks the child behaves. Specific, actual details of the child's behavior should always be given. The parent should be allowed to draw his/her own conclusions from the facts given to him/her. Staff members should try not to talk about a child in the child's presence unless the child is included in the discussion.

### Communication With the Staff

Most importantly, if you have a problem with a child and communicate with his/her parent regarding that problem, always notify the Director of your conversation, whether it be in writing or in person. It is always helpful, when a parent comes to talk to the Director about a conversation he/she had with a staff member, if the Director knows ahead of time what was said by the staff member.

### Telephone Communication and Written Messages

When answering the telephone, a staff member should be sure to identify the school and himself/herself, ask who is calling, and ask how he/she may help the caller. If a message must be taken, the date and time should be written down, as well as the name of the

person to whom the message is directed, the message itself, and finally, the name of the person taking the message. Each staff member has a mailbox in which to leave messages. It is the responsibility of each staff member to check his/her mailbox each day for messages. Incoming personal phone calls are expected to be limited. Office staff will take messages unless it is an emergency. Outgoing calls should also be limited. **The use of cell phones while on the clock is prohibited unless it is a true emergency and there is no other phone available in the classroom, gym, or outside on the playground.**

## **HEALTH AND SAFETY PROCEDURES**

### **SAFETY**

No child shall ever be left alone or unsupervised. This is crucial every moment you are in charge of a group. If you have an emergency or need to leave the group for any reason, you should call for someone to take the group. When walking down the hall, the staff member should be at the head of the line and, if possible, another caregiver should be at the end of the line. Caregivers should know the whereabouts of all children at all times AND know your head count at all times.

#### Arrival and Departure of Children

To assure that a staff member is aware of each child's presence, each child will be greeted when he/she arrives and will not be dismissed until the parent or parent's designee comes for him/her. If a parent gives permission for someone else to pick up his/her child, the parent must notify the school in writing or by telephone. Staff members will require identification from anyone picking up a child if they do not know the person. Unless a child is arriving or departing the school by school bus, the parent must escort him/her in and out of his/her assigned room and sign the child in or out at the sign-out table located in front of the office.

#### Transportation

A safety plan has been developed for use whenever children are transported by vehicle away from the school on field trips. It includes the following:

1. A first aid box which meets state requirements will be available on the trip.
2. A person trained in first aid shall be available on the trip.
3. Each child on the trip shall have identification attached to himself/herself containing the child's name and the school's name, address, and telephone number.
4. An emergency transportation authorization form and health record is to be taken on all outings.
5. Written permission is needed from the parent for each child transported to and from the school for routine trips, field trips or special outings. This permission must include the child's name, the destination, signature of the parent and the date the parent signed, and the date of the field trip.

In the event that a child needs emergency transportation, arrangements have been made with the Fairview Park Rescue Squad to provide emergency transportation.

## **MANAGEMENT OF COMMUNICABLE DISEASE**

A child who displays any of the following symptoms will be considered to have a communicable disease and/or be ill:

1. A temperature of 100 degrees Fahrenheit taken by axillary method
2. Skin rash or other unusual spots other than a localized diaper rash
3. Diarrhea and/or vomiting more than one time in the same day
4. Evidence of lice infestation
5. Evidence of scabies or other parasites
6. Evidence of conjunctivitis (pink eye)
7. Severe coughing (whooping, red/blue face)
8. Yellow skin or eyes
9. Dark urine; gray or white stool
10. Stiff neck
11. Sore throat; difficulty swallowing
12. Infected skin patches
13. Difficult or rapid breathing

EEC has a communicable disease chart in the office. The school's policy governing any child who shows any signs of illness and/or any child who is suspected of having a communicable disease is that the child shall be isolated immediately in a space not used for child care which has been set aside for isolation and care of a sick child. The parent or guardian is then notified of the signs and symptoms that have been observed. If a staff member has a child in his/her care who fits in this category, the staff member will bring him/her to the office for the Director or designee to observe. The child will not be left in the office unattended. It is necessary to make sure there will be a staff person in the office at all times. The Director or Coordinator will be consulted as to whether or not to call the parent or guardian regarding the child.

### List of Children With Allergies

A list of all children who have allergies is located on individual roll call clipboards, in the snack/lunchroom, office, and kitchen. It is important to read over this list periodically to check for any new additions. If a staff member is unsure about an individual child who may or may not be on the list, he/she should double check with the office.

### Hand Washing Procedure

All employees must wash their hands after wiping noses, after each diaper change, after assisting a child with toileting, after cleaning, after toileting, before preparing or eating food, and before feeding any child. When washing hands, all employees must use soap and running water; disposable towels must be used when drying hands.

### Diaper Care Standards

Changing of diapers for all non-toilet trained children shall be handled in conformity with the following methods:

1. Hands of the adult caring for the child shall be washed with soap and water after each diaper change.
2. In using a central diaper-changing section, there shall be a separation material placed between the child and the changing surface. The separation material shall be replaced after each diaper change with a clean separation material.
3. The central diaper-changing station shall be disinfected after each diaper change with an appropriate germicidal agent. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. Clothing soiled with fecal matter and sent home with a child need not be rinsed at the school, but may be placed directly into a plastic container or bag, sealed tightly, and stored away from the rest of the child's belongings and out of the reach of children.
5. Soiled diapers to be disposed of shall be placed in a plastic bag, then in a common plastic-lined, covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.

## **REPORTING REQUIREMENTS**

### Incident/Accident/Injury Report

Accidents are almost unavoidable. No matter how careful staff members are in watching the children in their care, something occasionally can go wrong. It is crucial that every staff member fill out an "Incident/Accident/Injury" report when a child in their care has an accident or injury.

All incident reports should be signed off by the Director or office staff prior to parent signature. If the Director is unable to sign it, then an office designee should sign for the Director.

Parent notification is very important. Notification can be by phone or at the end of the day when the child is picked up. **The parent must be called and notified at the time of the incident for EVERY head injury.** The person who fills out the form also makes the phone call. **If the person filling out the report will not see the child's parent when the child is picked up, it is his/her responsibility to give the report to someone in the afternoon who will see the child's parent.**

**When filling out the form also sign the Accident Log located in the file cabinet with the incident reports.**

### Reporting Child Abuse

It is EEC's policy that staff members who suspect possible child abuse or neglect should report it to the "Child Abuse Hotline," telephone number 216-696-5437 and to the Director, as required by law.



### Administering Medication

The center's policy concerning the administration of medication, vitamins, modified diets, or fluoride supplements to any child is that medication can be administered to a child only if the center has written instructions from a doctor using the center's form. If a child is in need of medication during his/her time at the center, a form must be filled out completely before the child can be given either prescription drugs or over-the-counter medicines. Any possible side effects should be spelled out in Section II of the medical form. If it is over-the-counter (vitamins, cough syrup, Tylenol, cough drops, etc.), **THE CENTER MUST HAVE THE PHYSICIAN'S SIGNATURE**. These forms are good for six (6) months. A separate form must be filled out for each medication. Staff members who are to administer the medication must initial not only the "Request for the Administration of Medication" form, but also the Daily Log sheet. Forms and medication are to be kept in the school office.

## **EMERGENCY PROCEDURES**

### **TORNADO AND EARTHQUAKE EVACUATION PROCEDURES**

If a severe storm or tornado alert is in effect, one staff member will keep observing the skies for signs of bad weather and listen for storm warnings on the radio.

#### **When a storm warning is issued, the following procedures will be followed:**

##### Action:

1. Children will quietly put down their work and walk quickly and quietly to designated areas.
2. Children should kneel on the floor facing the southwest wall (away from the stairs, bookcases, windows, doors, radiators, or load-bearing walls) in a squatting position, with arms folded over the head for protection.
3. A radio station will be kept tuned in.
4. A flashlight will be available for emergency lighting.
5. Children and caregivers will remain in this position until the weather alert is over.

##### Responsibilities:

1. A staff member signals when a storm warning is issued.
2. The Head Caregiver completes a head count and reports any students missing to the Director.
3. A staff member checks rooms and bathrooms for all children.
4. A staff member gets radio and emergency lighting.
- 5. All staff members maintain calm.**
6. Students must remain silent.

### **FIRE DRILL AND BOMB THREAT PROCEDURE**

##### Action:

1. A caregiver signals the evacuation route to be taken. The closest route is indicated on

room charts. Meet by the large playground tree or other designated area.

2. Children will walk quickly and quietly in an orderly manner away from the building. One adult must be in front and one in the rear as children evacuate the building. A head count will be made at this time.

3. The Director, an office worker, or a staff member in charge will notify the fire department.

Responsibilities:

1. A staff member sounds the fire alarm.
2. The Head Caregiver completes a head count and reports any students missing to the Director.
3. A staff member checks back rooms and bathrooms.
4. **All staff members maintain calm.**
5. Students must remain silent.

**FAIRVIEW PARK SCHOOLS STUDENT AND DAY CARE  
MEDICAL EMERGENCY PLAN**

**Emergency Telephone Numbers**

**FOR ANY EMERGENCY: DIAL 9-911**

Emergency Squad - 5-440-333-1212

Poison Control - 5-1-216-231-4455

Fire Department - 5-440-333-1212

Police - 5-440-333-1234

Fairview General Hospital - 5-1-216-476-7080

1. The first aid kits are located in the office. Classrooms also must have a supply of bandaids and latex gloves. A traveling first aid kit is available for field trips.
2. All staff are to be trained in first aid, communicable disease recognition, and child abuse recognition.
3. Children's emergency and medical records are in their files located in the office. (A child's file may be needed at the hospital.)
4. A list of children's names and emergency telephone numbers is located in the office (in a white binder near the windows).
5. In case of severe emergencies, staff member(s) should administer first aid, summon emergency transportation, and contact parents.
6. In case a child is not feeling well and/or is feverish, the staff member should have the child taken to the office, where his/her parent(s) will be notified to take the child home.
7. The dental first aid chart is located in each room.
8. In case of a dental emergency, the staff member should follow instructions on the dental first aid chart.
9. If emergency transportation is deemed necessary, Fairview Park Emergency Rescue Squad should be called at telephone number 911.

## MISCELLANEOUS

### Dress Code

Although the center does not have a strict dress code, every employee is expected to look and dress professionally. Casual slacks, khakis, skirts/dresses, capris, and corduroys are good choices. **Jeans can be worn on Fridays as long as the employee has made a donation to the Fairview Park Education Foundation of \$40 and as long as they are clean, neat, have no holes, and are not tattered or worn.** Garments displaying advertising logos, drug and/or alcohol messages, messages regarding other causes, obscene word(s) or symbol(s), racial slurs, ethnic or sexist attitudes are prohibited. **Exercise clothes (sweatpants, windbreakers, mesh shorts, yoga pants, etc.) and hats are also prohibited for the exception of special or spirit days.**

### STAFF MEMBERS' NOTE:

**For security reasons, all doors, except for the front door are locked 24 hours a day and cannot be opened from the outside.** All doors open from the inside; therefore, any door may be used as an exit. If you see a door propped open or a door that is not latched correctly, please take the initiative to close and latch properly. The doors leading out to the Toddler playground should not be propped when students are out on the playground. Please take the key outside with you while on the playground to be able to enter the building when you and your students are finished on the playground.

In addition, name tags are to be visible at all times for security and identification purposes.

If there is someone in our building that you do not recognize, please take the time to politely ask if you can help them in order to determine their purpose in our building and then take appropriate action – ask for identification, call the office, or escort them to the correct place in the building.

## **APPENDIX**

Appendix A: Current Salary Schedule

Appendix B: Job Descriptions

1. Child Care Coordinator
2. Day Care/Preschool Caregiver
3. School-Age Supervisor

Appendix C: Separation and Transition Policies



## **APPENDIX B**

### **JOB DESCRIPTIONS**

#### **THE BASIC FUNCTION OF AN EEC STAFF MEMBER IS:**

To facilitate a safe, nurturing, developmentally appropriate environment that not only invites and motivates children to explore, initiate, and engage in activities and interactions, but also promotes self-esteem, independence, and development of the whole child in social/emotional, cognitive, aesthetic, language/communication, motor, and adaptive areas.

## APPENDIX B-1

### **Preschool/Daycare Director and Office Coordinator Job Descriptions**

#### **Basic Function**

Responsible for coordinating and overseeing the day-to-day operation of the Toddler, Preschool, and School Age programs. The responsibilities also include the daily performance of office duties and staff scheduling. The daily responsibilities are broken down into three areas: Staff scheduling, office management, and curriculum.

#### **General Expectations and Responsibilities**

1. Creates, and assists the staff in creating an atmosphere where children feel safe, secure and well cared for
2. Interacts with children in a way that promotes and facilitates the development of their positive self-esteem, self-control, and independence
3. Complies with, and assists staff in complying with, Ohio Department of Human Services, Ohio Department of Education and Fairview Park Schools regulations regarding:
  - i. Safety
  - ii. Fire and tornado drills
  - iii. Medical/first aid training
  - iv. Staff training and hiring requirements
4. Assists students in boarding/exiting the bus
5. Builds a relationship/rapport with parents
6. Responsible for supervision of all child care staff/program including, but not limited to the following:
  - a. Assists and motivates staff to interact with children in a way that promotes and facilitates the development of the children's positive self-esteem, self-control, and independence
  - b. Helps staff create an environment that motivates children to participate in planned activities
  - c. Helps staff supervise children by maintaining safety and providing guidance through positive discipline techniques
  - d. Ensures that each staff member is aware of and follows drop-off and pick-up procedures, including being aware of custody rights of parents of children in their care
  - e. Assists staff in building relationships/rapport with parents of children in their care
  - f. Ensures staff keep classrooms maintained and cleaned; helps staff instill accountability and pride in children to keep the classroom maintained and clean

## **Other Daily Responsibilities**

### **A. GENERAL OFFICE DUTIES**

1. Answer phones
2. Conduct tours for specific age groups
3. Place children on waiting list and take children off waiting list and fill classes; update any changes to the waiting list
4. Field student/parent needs, issues, concerns, etc. (i.e. incident reports, calling parents of sick children, identifying people picking up children, etc.)
5. Administer first aid/medicine to children and make sure all medical and medicine forms stay current
6. Sign accident reports
7. Any general office duty(i.e. filing)

### **B. CURRICULUM DUTIES**

1. Have a working knowledge of the Ohio Early Learning and Development Standards
2. Be available to assist staff with curriculum development for the Preschool and Pre-Kindergarten programs if asked. This would include generating ideas for age appropriate activities in a particular age group.
3. Oversee the distribution of Progress Reports and Portfolios (set dates to distribute to staff, when to collect from staff for copying, and when to distribute to parents)
4. Attend curriculum/standards in-service training and follow up with building staff members by creating resource guides and sharing information at staff meetings
5. Collect lesson plans and parent newsletter via email, blogs, or hard copies
6. Order supplies for classrooms and maintain resource room inventories
7. Attend to staff concerns/complaints regarding the classroom, curriculum/lesson planning, children, or other staff members

### **C. ACCOUNTING DUTIES**

1. Bookkeeping and billing – maintain all financial records for the Day Care
2. Communicate with parents regarding financial obligations (i.e. monthly statements, payment options)
3. Maintains records of insufficient funds, letters to collect said funds and redeposit when necessary
4. Make daily deposits to the bank
5. Maintain county vouchers and submit on a monthly basis
6. Maintain office supply inventories
7. Obtain requisitions from the district adopted software system in advance of purchase(s).
8. Maintain accurate filing system of requisitions, purchase orders, and voucher packs.



9. Maintain and update monthly calendar
10. Keep current: attendance sheets, calendars, lunch/snack count sign in/sign out book
11. Put out notices to the staff concerning upcoming events or activities, wants, needs, allergy reports, family rosters, custody issues, special needs, etc.

**D. STAFF SCHEDULING DUTIES**

1. Cover staff call-offs (i.e. AESOP)
2. Handle seasonal scheduling (summer and fall schedule)
3. Approve and schedule requested time off coordinated with Director
4. Resolve conflicts in daily/weekly staff scheduling
5. Ensure staff follow assigned schedules and duties
6. Set up gym, lunch, snack, playground, swim, etc., schedules for each age group
7. Attend to staff concerns/complaints concerning scheduling (i.e. tardiness, overtime, etc.)
8. Consult with Director on overtime requests
9. Ensure staff follow snack/lunch procedures and routines

**Performance**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Fairview Park City Board of Education.

**Evaluation:** The Fairview Park City Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events...

## APPENDIX B-2

### Day Care/Preschool Teacher Job Description

#### Basic Function

To facilitate a safe, nurturing, developmentally appropriate environment and homelike atmosphere for children ages 18 months to 5 years of age

#### Responsibilities

1. Responsible for developmentally appropriate curriculum/environment including, but not limited to, the following:
  - Greet children and parents upon arrival/dismissal
  - Assist children and parents in successful transitions and separations
  - Take daily attendance and keep accurate records in areas of responsibility
  - Plan and implement developmentally appropriate lesson plans
  - Prepare materials/equipment for daily planned activities
  - Plan and implement a curriculum that fosters children's positive interactions with peers, adults, and their environment
  - Plan and provide opportunities for children to learn independence, self-help, and daily living skills
  - Provide a safe, clean environment
  - Provide a caring and nurturing environment
  - Design and facilitate a stimulating and inviting environment (including a variety of developmentally appropriate materials and equipment)
  - Design and implement a developmentally appropriate daily schedule and routine
  - Develop and implement classroom rules
  - Establish a rapport with children's parents
  - Daily personal care of children (toileting, washing hands and faces, dressing)

- Diapering and following toilet training procedures
2. Responsible for supervision of children including, but not limited to, the following:
- Facilitate and oversee children's interactions with peers and the environment at all times
  - Know the whereabouts of all children under your supervision at all times
  - Maintain appropriate child/staff ratios for each age group
  - Provide guidance through rules/limits as necessary in accordance with the discipline policy
  - Oversee children at nap time
  - Know the parent's custody rights and the drop-off/pick-up procedures/privileges
  - Involve the children in keeping the classroom environment safe and clean
  - Recognize signs/symptoms of communicable disease and abuse/neglect, and know the procedure to follow
  - Communicate with parents regarding the child's abilities and strengths/areas to grow, daily happenings, classroom and center news
  - Administer medication/first aid and care for sick children according to Ohio Department of Education policies and procedures
  - Oversee the lunch room
  - Complete accident reports
  - Comply with regulations of the Ohio Department of Education and the Fairview Park School District in the areas of:
    - Safety
    - Fire and tornado drills
    - Medical/first aid training
    - Staff training
3. Supplemental duties:
- Clock in/out daily

- Attend in-service/staff meetings to meet Ohio Department of Education requirements and Fairview Park School District requirements
- Know opening and closing procedures
- Maintain the cleanliness of assigned rooms in all matters which are not the responsibility of the custodians, cleaners, or maintenance men
- Answer phones
- Assist persons who contact or visit the facility
- Prepare materials and equipment lists

**Performance**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Fairview Park City Board of Education.

**Evaluation:**

The Fairview Park City Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events...

## School-Age Teacher Job Description

### Basic Function

To facilitate a safe, nurturing, developmentally appropriate environment and homelike atmosphere for 6 to 12-year-old children

### Responsibilities

1. Responsible for curriculum/environment including, but not limited to, the following:
  - Greet children and parents upon arrival/dismissal
  - Assist children and parents in successful transitions upon leaving
  - Take daily attendance and keep accurate records in areas of responsibility
  - Create an atmosphere where children are safe, secure, and well cared for
  - Interact with children in a way that promotes and facilitates the development of their positive self-esteem, self-control, and independence
2. Responsible for supervision of children including, but not limited to, the following:
  - Develop and implement age/developmentally appropriate anti-bias curriculum and lesson plans for children ages 6-12
  - Prepare materials/equipment for daily planned activities
  - Create an environment that motivates children to participate in planned activities
  - Develop and implement a daily routine and schedule
  - Develop and implement classroom rules and consequences
  - Establish a relationship/rapport with children's parents
2. Responsible for supervision of children including, but not limited to, the following:
  - Assist students in boarding/exiting the bus
  - Facilitate and oversee children's interactions with peers and the environment at all times
  - Know the whereabouts of all children under your supervision at all times
  - Maintain appropriate child/staff ratios for each age group
  - Provide guidance through rules/limits as necessary in accordance with the discipline policy
  - Know the parents' custody rights and drop-off/pick-up procedures/privileges
  - Involve the children in keeping the classroom environment safe and clean
  - Recognize signs/symptoms of communicable disease and abuse/neglect and know the procedure to follow
2. Responsible for supervision of children including, but not limited to, the following:
  - Communicate with parents regarding the child's abilities and strengths/areas to grow, daily happenings, and classroom and center news
  - Administer medication/first aid and care for sick children according to ODE policies and procedures

- Oversee lunch/snack room; follow snack/lunch procedures and routines
- Act as an appropriate role model through interactions and behavior
- Complete accident reports
- Follow end of day routines (close windows, put up chairs, put away materials and equipment)
- Comply with regulations of the Ohio Department of Education and Fairview Park

School

District in the areas of:

- Safety
- Fire and tornado drills
- Medical/first aid training
- Staff training

3. Supplemental duties

- Clock in/out daily
- Attend in-service/staff meetings to meet ODE requirements and Fairview Park

School

District requirements

- Know cleaning procedures
- Maintain the cleanliness of assigned rooms in all matters which are not the responsibility of the custodians, cleaners, or maintenance men
- Answer phones
- Assist persons who contact or visit the facility
- Prepare material and equipment lists

**Performance**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Fairview Park City Board of Education.

**Evaluation:** The Fairview Park City Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events...

## APPENDIX C

### SEPARATION

Separation is a process that takes a long period of time. It involves the child, the parent, and the caregiver. The "Separation Policy" (see below) was developed so parents and caregivers can help children manage their separation from their parents. Managing means coming to terms with feelings of anxiety, sadness, and anger at being away from a loved one. Mastering separation enables a child to bring his/her entire self to the new environment, make new relationships, and participate in new activities.

Parents can assist their children in this process by sharing their feelings about the separation with their child and helping their child to express his/her feelings. Parents can help their child through orientation and by staying in touch with their child after the orientation through notes, phone calls, and exchanges with the caregiver. Children may exhibit behaviors that are difficult to accept (sucking their thumb, saying "I hate you!", not wanting to leave when parents arrive). Parents need to see these behaviors as normal and help their child work through them.

Parents will also experience a variety of feelings as they separate from their child (sadness, anger, guilt, anxiety). These feelings are normal and healthy and help to keep your child in mind as you and your child go through this process.

Caregivers are present to support both children and parents through separation. They will talk to your child about his/her feelings, remind him/her of his/her parent's return, and plan activities to help him/her through this process.

Remember, mastering separation can take a long time. If everyone works together, we can help make the transition to the Center positive and successful for both children and parents.

### SEPARATION POLICY

Research and experience have proven that success in the preschool and/or day care program relates heavily to the child's positive separation from his/her parents. To ensure the successful adjustment of the children who attend preschool and/or day care programs here at EEC, the following policy has been adopted:

1. On the child's first day of daycare/preschool the parent should begin their daily routine that will be the normal routine each day they are dropped off at school. This consists of helping your child hang up their belongings, get settled into a routine, and finally saying goodbye to your child. It is very important that your child knows you are leaving and that you will be back at the end of the school day.
2. It may be necessary to provide a comfort item...a blanket, toy, photo album to

help ease the separation.

3. If your child is having trouble saying goodbye at drop off, the teacher will assist you by suggesting activities for your child to get involved with, hold their hand as you walk out of the building, and/or have another child assist the teacher by welcoming your child to school.

**\*This policy is flexible and can be altered depending on the needs of the child and parents and after consultation among parent(s), instructor and Director.**

### **TRANSITION PERIOD**

Fairview Park Early Education Center is available to all Fairview Park residents as a daycare and preschool. Families may enroll their children according to the center's policies and procedures. We realize we cannot always meet the needs/expectations of all children and families. Families have the right to choose or decide to leave. Families may not begin transitioning until the child is 18 mos. of age.

During a child's first 30-day period, the caregiver and parent(s) will work together to help the child successfully transition into his/her classroom. If a successful transition has not been made, parent(s), caregiver, and administrator will meet to discuss their concerns and options.

### **TRANSITION PROCEDURES**

**Transitioning into our program:** When children transition into a program, they and their families have multiple opportunities to visit (transition days and preschool orientation). Transition days are offered to our Daycare families and they consist of visiting the classroom with their child for multiple days a few hours per day. During this time the parent will spend time with their child in the classroom, then within the school (hallway, office, lounge) while their child is with the class with the teacher and other students, and finally for a half day while the parent leaves the building. This period of time helps the child become comfortable with our program and their classroom and routines. For our Preschool students, parents attend with their child a 45 minute orientation with the child's teachers a week before Preschool begins for the school year. Here the family learns about the routines, school day, meets friends and their families, and takes a tour of the school building.

**Transitioning within our program:** When children transition within the program, teachers in both the old and new classrooms meet with families or communicate via email or phone. They discuss the child's growth and development, new classroom expectations, schedules, and procedures. The teachers and family jointly develop a transition schedule which also includes the child visiting the new classroom on several occasions before moving into the new class.

**Transitioning out of our program:** When children transition out of the program, teachers help them say goodbye to staff and friends. They also give families any files and work samples, progress reports, and portfolios to share with the new programs.



**\*\*These policies are flexible and can be altered depending on the needs of the child and parents and after consultation among parent(s), caregiver, and Director.**

## EMPLOYEE SIGN OFF

Date: \_\_\_\_\_

I, \_\_\_\_\_, have received and reviewed  
(print full name)

Fairview Park Early Education Center's Staff Handbook and Parent Handbook and agree to

follow the policies and procedures found in those documents.

I understand that I have the right to discuss or clarify any questions with the Principal before I sign below.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)