

First Baptist Church Wee Wisdom Daycare



Employee Handbook

9071 Hwy 18
Vernon, Al 35592
205-695-7511

Revised December, 2022

TABLE OF CONTENTS

PREAMBLE.....	1
PHILOSOPHY OF FIRST BAPTIST CHURCH WEE WISDOM	2
ANTI-DISCRIMINATION/ANTI-HARASSMENT GUIDELINE	3
SECTION ONE - EMPLOYEE/FBCWW RELATIONSHIP	4
EMPLOYMENT HIRING.....	4
ETHICS	4
CONDUCT ON THE JOB.....	4
RESIGNATIONS	5
DISMISSAL	5
PANDEMIC/HEALTH REQUIREMENTS.....	5
BACKGROUND AND PROBATIONARY PERIOD.....	5
DRESS CODE	6
TIME CLOCK/PAYROLL PROCEDURE/OVERTIME	6
PROCEDURES FOR TIME OFF	7
ILLNESS AND ACCIDENTS.....	7
VACATION	7
HOLIDAY TIME OFF	8
EMPLOYEE EVALUATIONS/CONFERENCES	8
TELEPHONE PROCEDURE.....	9
ROOM MAINTENANCE/COORDINATION WITH CHURCH.....	9
SECTION TWO - EMPLOYEE/CHILD RELATIONSHIP	10
DISCIPLINE	10
MEDICATION ADMINISTRATION AND FIRST AID	11
CHILD SAFETY/ACCIDENT REPORTS	11
DIAPERING/TOILETING PROCEDURES.....	12

PLAYGROUND SAFETY PROCEDURES	13
ACCOUNTABILITY FOR CHILDREN	13
RELEASING A CHILD/RELEASING INFORMATION	14
FIELD TRIPS AND TRANSPORTATION	14
LESSON PLANS AND ATTENDANCE RECORDS	15
STUDENT EVALUATIONS/PARENT CONFERENCES	15
PARENT OBSERVATIONS AND INVOLVEMENT	15
SNACKS AND PARTIES	16
TOYS POLICY	16
EMERGENCY ACTION PLAN.....	17
<i>A. Major Medical Emergency</i>	<i>17</i>
<i>B. Severe Weather</i>	<i>17</i>
<i>C. Fire</i>	<i>18</i>
<i>D. Earthquake</i>	<i>18</i>
<i>E. Intruder/Kidnapping/Robbery</i>	<i>18</i>
<i>F. Bomb Threat</i>	<i>19</i>
<i>G. Hazardous Material Incident</i>	<i>19</i>
<i>H. Utility Emergency</i>	<i>19</i>
<i>I. Van/Car Accident</i>	<i>20</i>
EMERGENCY CONTACT PHONE NUMBERS.....	21
RECEIPT OF EMPLOYEE AND PARENT HANDBOOK.....	22

FBC Wee Wisdom Day Care: Handbook

PREAMBLE

This handbook is designed to clarify the policies and procedures employees will use during their employment at FBC Wee Wisdom. Please note that **nothing in this handbook is intended nor serves as a contract for employment—express or implied.** Although we hope for long-term employment, you or Wee Wisdom may terminate this relationship at any time, for any reason, with or without cause or notice. FBCWW is an at-will employer.

Please take the time to read this handbook carefully and retain it for future reference. To provide continuous improvements for our employees, the provisions of this handbook are subject to change in the future.

This handbook supersedes all prior statements or understandings on any subjects covered herein. There can be no deviation from the terms outlined in this employee handbook unless such variation or a different arrangement is reduced to writing or signed by the daycare committee. If you have any questions, please discuss them with the daycare director, pastor, or daycare committee.

FBC Wee Wisdom Day Care: Handbook

PHILOSOPHY OF FIRST BAPTIST CHURCH WEE WISDOM

Since our beginning, FBC Wee Wisdom has operated on the basic premise that children are gifts from God and that we are entrusted to care, love, and teach about His Word. As a staff, we accomplish our goal by setting a Christlike example in our thoughts, words, and actions. We are each blessed and privileged to help shape the lives of the children entrusted to our daycare.

We also recognize and appreciate at our daycare that each child is unique. Due to the recognition that all children are unique, they all learn differently and at various rates. Our goal is to be enthusiastic, reassuring, and positive through our lessons. We strive to expose them to new ideas, perspectives, and productive behaviors. We acknowledge that the experiences each child has at our daycare will affect their feelings toward school, peers, adults, and the world. Through love, preparation, and daily prayer, we desire to ensure that the feelings and attitudes that they develop will be positive, full of joy, and appreciation for all of God's creation.

FBC Wee Wisdom Day Care: Handbook

ANTI-DISCRIMINATION/ANTI-HARASSMENT GUIDELINES

The company will not condone, permit or tolerate any form of discrimination and/or harassment by or against any employee, customer, vendor, independent contractor or other individuals with whom our employees come into contact in connection with their employment with this company based on age, race, color, creed, religion, sex, sexual orientation, national origin, disability, or other protected class or characteristic established under applicable federal, state, or local statutes or ordinances.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and interferes with our work effectiveness.

Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to the director, pastor, or daycare committee chairman. This is particularly important in cases involving sexual harassment where there can be uncertainty about what is illegal conduct?

The director, upon receiving complaints of discrimination or harassment or conduct that may constitute discrimination or harassment **must immediately notify the pastor and chairman of the Day Care committee.**

All complaints will be investigated promptly, and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter after the investigation. Management will ensure that there is no coercion, retaliation, intimidation, discrimination, or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment.

FBCWW complies with the Americans with Disabilities Act and applicable state and local laws for nondiscrimination in employment against qualified individuals. FBCWW also offers reasonable accommodation for such individuals per these laws. All requests for reasonable accommodation from qualified applicants and employees with disabilities must be referred to the daycare director, pastor, or daycare committee.

FBC Wee Wisdom Day Care: Handbook

SECTION ONE - EMPLOYEE/FBCWW RELATIONSHIP

EMPLOYMENT HIRING

1. Upon completing a written application, the Director and Pastor will make your selection and employment.
2. Each employee will be given a copy of the Wee Wisdom Handbook and Job Description. After a full review of the Job Description, the Director and Employee sign an agreement. The signed Job Description then goes to the Chairman of the daycare committee for their signature. Finally, it goes to the church office, where it is filed. A copy may be kept in the Director's office.
3. For every employee, the first [3] months of employment will be probationary. A \$0.25 raise may be given at this time if deemed necessary.

ETHICS

1. Be a Team Player.
2. No Gossiping.
3. No Drama.
4. Have an Exceptional Work Ethic.
5. Focus on your Job and maintain focus on children.
6. Do not overly socialize. Do not be on Facebook during work hours.
7. Limit Personal Telephone Calls to Emergency Only.
8. No visits from friends or family while on duty.
9. Follow the Proper Chain of Command if a Problem occurs:
 - a. Go to the Director,
 - b. Director, if need be, will inform the Pastor and/or Daycare Committee.

CONDUCT ON THE JOB

FBC Wee Wisdom does not intend to create a long list of rules, disciplinary offenses, and penalties. However, the following conduct list is prohibited and will result in warnings and/or dismissal. (This list is not exhaustive)

1. Insubordination: The refusal to comply with the supervisor's instructions.
2. Failure to Fulfill Job Description.
3. Excessive Absenteeism or Tardiness.
4. Unreported Absence.
5. Any abusive behavior or action grounds immediate dismissal and notification to proper authorities.
6. Corporal Punishment
7. Breach of Confidentiality.
8. Falsifying Work Records.
9. Malicious Damage to Church Property.
10. Unauthorized Removal of Fellow Workers or Church Property.

FBC Wee Wisdom Day Care: Handbook

11. Unauthorized Telephone Calls.
12. Leaving Premises During Working Hours without Permission.
13. Non-supportive, negative behavior or comments regarding Wee Wisdom and/or FBC Vernon, its Programs, or its Employees.
14. Use of Profane, Abusive, or Derogatory language.
15. Use of Tobacco, including Alternative Nicotine Products (such as e-cigs.)
16. Immoral Conduct: (Drinking, Drugs, Sexual behavior, etc.)

RESIGNATIONS

Staff members must notify the Director within two weeks if they plan to resign from their duties at FBC Wee Wisdom. Failure to provide written notice may result in FBC Wee Wisdom not providing a reference for future employment.

If the above-required notice has been given, the employee with at least [1] year of service will be eligible for all vacation time earned but not taken to fulfill their notice.

DISMISSAL

1. An immediate discharge will typically be given for failure to discharge responsibilities, insubordination, immoral conduct, and absence without notice.
2. It might become necessary to terminate an employee due to a lack of funds, reduced enrollment, or lack of work.
 - a. The Director will make such a decision in consultation with the Pastor and the Wee Wisdom Committee.
 - b. Every effort will be made to give as much notice as possible.
3. An employee terminated has the right to appeal to the Wee Wisdom Committee no later than [30] days after notification that he\she is to be terminated.
 - a. An appeal should be made through the Pastor\Chairman of the Committee. A hearing shall be set by the Wee Wisdom Committee within [10] days.

HEALTH/PANDEMIC GUIDELINES

In a widespread pandemic, Wee Wisdom reserves the right to amend any or all guidelines to meet or exceed Center for Disease Control (CDC) health guidelines or Alabama Health Department guidelines. The daycare will make every effort to disclose amended guidelines, policies, and/or procedures promptly.

BACKGROUND CHECK AND PROBATIONARY PERIOD

Our employment policy and state law require every prospective employee for our daycare facility to complete and pass a background check.

If the prospective employee does not acquire and complete a background check before employment, the potential employee will be hired under a temporary classification. The

FBC Wee Wisdom Day Care: Handbook

prospective employee must submit a background check within one week of initial employment notification.¹ We are not allowed to place children under the care of a childcare worker who hasn't satisfactorily passed a background check.² Therefore, all temporary employees will be under direct supervision and shadow the Daycare Director.

Once a prospective employee satisfactorily completes a background check, the employee status will change from temporary to probationary. The probationary period will last for the first three months of employment. Wee Wisdom will cover the cost of the prospective employee's background check. However, if the employee leaves for any reason during the probationary period, the employee will be responsible for covering the cost of the initial background check.³

DRESS CODE

All employees are expected to dress in appropriate attire at all times.

1. Clothing should be clean.
2. Clothing should allow staff to participate fully in the activities of their position.
3. Clothing should not be tight or revealing (short shorts or short skirts are not acceptable dress).
4. Scrubs may be worn.

TIME CLOCK/PAYROLL PROCEDURE/OVERTIME

Each employee is to clock in personally each day. Substitutes follow the same procedure. This provides the documentation necessary for payroll purposes. If an employee needs to leave the facility for a personal reason during the workday, they will be required to clock out before leaving and clock back in upon returning. Trips away from Wee Wisdom during working hours should be kept at a minimum and taken only in cases of emergency.

The director must approve all overtime. Any employee that works unauthorized overtime will not be paid for the overtime.

Any payroll questions are to be brought to the attention of the director, who will handle the issues or problems.

Staff will be paid on a bi-weekly basis.

¹ *One week equals five business days.*

² *Alabama Code, Title 38. Public Welfare 38-13-3*

³ *Wee Wisdom reserves the right to deduct the amount of the background check from the employee's final check.*

FBC Wee Wisdom Day Care: Handbook

PROCEDURES FOR TIME OFF

All employee attendance records are kept in the office. There will be times when an employee cannot work, but please be as dependable as possible.

Wee Wisdom must be notified of the following:

1. Sick Leave: At least one hour before arrival time.
2. Scheduled Appointments: Three days minimum notice **(please strive to make appointments on your own time)**.
3. Funerals: One-day minimum notice. Time off will only be given for immediate family.
4. The office must receive a request for time off form at least two days prior to time off.

Teachers are to have lesson plans ready for their teacher assistant or substitute when they are out.

ILLNESS AND ACCIDENTS

All full-time staff will receive ½ sick days per month per year [6 days per year]. Sick days will be taken as follows:

1. Personal illness or immediate family
2. Death in the immediate family [Spouse, child, parents, brother/sister, parents-in-law, grandparents]
3. All other absences may be excused at the discretion of the Director.⁴

Illness or injury during a vacation will not be considered for paid sick benefits.

The Committee may request a doctor's report before paying for sick days. Any exception to this must be approved by the Day Care Committee.

VACATION

Full-time employees are entitled to vacation with pay according to the following schedule:

1. The vacation year will be from January to December 31.
2. Employees hired during the year accrue 48 hours at one year, 72 hours at five years, and 96 hours at ten years. Vacation to be taken after January 1st.
3. Vacation time is not to be carried over into a new calendar year.
4. Employees can work during vacation, but they will only receive the hourly pay it would have taken to fill their position.
5. If the school observes a holiday during an employee's vacation, such time will not be charged against their accrued time.

⁴ Sick days may not be used in advance. A total of [6] sick days may be accumulated to be used for personal illness only.

FBC Wee Wisdom Day Care: Handbook

6. Vacations are to be scheduled by the Director. The choice of vacation time will be given according to first come, first serve.
 - a. If an extra week's vacation [w/o pay] is desired, approval is required in advance of two weeks.

HOLIDAY TIME OFF

Employees will be paid for the following holidays when they work their regular hours the day before and the day after the holiday. **Holiday pay hours do not count toward an employee's overtime calculation as they are not actual hours worked.**

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. Friday after Thanksgiving
8. The week of Christmas (Employees are only paid for Christmas Eve and Christmas Day).

EMPLOYEE EVALUATIONS/CONFERENCES

All staff of FBC Wee Wisdom is ultimately accountable to the Director for the fulfillment of their assignments, personal attitudes, and behavior.

The Daycare Director is accountable to the Senior Pastor and Wee Wisdom Committee.

After observing and evaluating teachers and support personnel during the year, the Director will confer with any teacher regarding issues and/or weaknesses that make continued employment questionable. Specific recommendations will be made for improvement. Other conferences may be scheduled for reviewing performance.

All conferences will be documented in writing. If another meeting is held and the determination is made that an employee's assignment should be discontinued, the director will report this decision to the Senior Pastor and Day Care Committee. *In the case of failure to discharge the responsibilities of the position, dismissal of a staff member may be immediate. The Director shall make such a decision.*

Staff members may request a meeting with the Director if they have specific concerns regarding their position.

FBC Wee Wisdom Day Care: Handbook

If a decision is reached contrary to a request, the staff member will be expected to respond with the spirit of Christ and seek to promote harmony. If not, appropriate action will be followed to correct improper attitudes or actions.

TELEPHONE PROCEDURE

1. No outgoing telephone calls are to be made without getting permission from the director.
 - a. Please limit calls to only essential or emergency calls.
2. Incoming calls for employees will be screened, and only in case of emergencies will you be called to the phone.
 - a. A message can be taken and given to the employee.
3. Please be sure family members and friends are aware of this policy.
4. No cell phones are to be used while on duty unless for daycare business.
Failure to comply will result in disciplinary action.

ROOM MAINTENANCE/COORDINATION WITH THE CHURCH

At the end of each day:

1. Rooms must be put in order and ready for the next day.
2. Trash cans and diaper pails are to be emptied by the staff.
3. All toys are to be picked up, sanitized, and put away.
4. The floor is to be vacuumed daily.
5. Cots are also to be sanitized and then stored in their proper place.

Our rooms are shared with Sunday School and Wednesday night activities, and particular attention must be given to the rooms before church functions. Be sure to leave space in each room for displays for church activities.

If room maintenance is required or any equipment needs repair, please report it in writing to the Director's office. If any additional shelves or other work is desired, this is to be discussed with the Director, and if approved, they will handle having the work completed. Do not talk directly to any volunteer or church employee about any work to be done unless advised to do so by the director.

DO NOT sit on any tables or stand on any furniture. We want to teach the children to respect the furniture, and we do not want them to stand or sit on inappropriate items. The staff must set an example.

FBC Wee Wisdom Day Care: Handbook

SECTION TWO - EMPLOYEE/CHILD RELATIONSHIP

DISCIPLINE

FBC Wee Wisdom strives to create a positive environment, which helps in preventing negative behavior. All children will receive the same loving, compassionate care and attention. However, at the same time, all will receive the same discipline as required. Staff should strive to recognize potential behavior problems before they occur, redirecting the child's behavior before it becomes unacceptable. Any discipline should be administered in love with the goal for each child to accept responsibility for their actions and respect the rights of others. WE DO NOT USE CORPORAL PUNISHMENT.

Children are not to be physically punished for any reason; this includes:

1. Spanking
2. Shaking
3. Being isolated and unattended.

Discipline should be administered when a child:

- a. Continues to disrupt the class
- b. Endangers another student, himself, or someone else's property
- c. Is defiant to those in authority.

The following are the disciplinary action steps:

1. Verbal Request/Instruction by a Person in Authority.
2. Time out or Reduced Time at playtime (do not use high chairs for time out).
3. Child is Sent to the Director's Office.
4. Parent Conference by Phone and In-person.
5. Continued Aggressive Behavior MAY Result in the Dismissal of the Child

The following are some essential behavior tips for employees when dealing with an unruly child:

1. NEVER GRAB A CHILD: Aggressive actions by an adult will frighten a child and anger an already disruptive child, thus compounding the situation. If you do need to put your hands on a child, do so in a calm manner.
2. NEVER STRIKE A CHILD: A slap or spank is NOT permitted. **Even a little slap on the hand is not allowed.** Any evidence of this rule being broken will be grounds for immediate dismissal.
3. Avoid using harsh, bitter tones when addressing children: How you say something is just as important as what you say. If you express anger in your voice, you will not be successful in your efforts to discipline them but will increase their rebellion. **A firm but gentle voice always works best.**
4. Handle as much of your discipline problems as possible: There are several reasons for this, but the main reason is the child's perception of you. If you frequently bring them to the Director's office, the child will have no respect

FBC Wee Wisdom Day Care: Handbook

for your authority and will not respond to your efforts to discipline. Only an emergency problem situation should be taken to the office.

5. Do not talk about all the bad things "Johnny" has done today in his presence: A child has a fragile ego. How would you like someone to stand in front of you and tell someone else all the bad things you have done? How you would feel is how we make our little people think when we rehearse their misbehavior. Be considerate of them.

MEDICATION ADMINISTRATION AND FIRST AID

Prescription medicine must be in the original container, labeled with the child's name, date, directions, and the physician's name. Wee Wisdom must administer the medication as stated on the label directions. The center must not administer medicines after the expiration date. Non-prescription medication must be labeled with the child's name and the date the medication was brought to Wee Wisdom and must be in the original container. Staff must administer it according to label directions if approved in writing by the child's parent. **The child's parent must fill out a medical release form.** These forms are good for **seven days**.

Personnel can only give medication if the following information has been filled out completely, the dose of medication administered showing the child's name, the name of the medicine, date, time, and the amount administered. When administering medication, have another employee be a witness, and then both employees should sign and date the medication form. All medicine release forms should be turned in to the office.

All medications must be kept in the lockbox in the top kitchen cabinet above the microwave. Medications requiring refrigeration must be kept in the white refrigerator in a lockbox.

First aid is located in the director's office. When a child has a scrape, cut, or insect bite that breaks the skin, thoroughly clean the area, spray with Bactine, cover it with a Band-Aid, and apply ice to minimize bruising. Call the parent if an injury is more than minor. Apply ice to all bumps that could cause a bruise. Call parents any time there is swelling.

If a child has a temperature of 100.4 degrees or more, call the parent to come to pick the child up. If a parent cannot be reached, call their emergency numbers.

CHILD SAFETY/ACCIDENT REPORTS

Child safety is one of Wee Wisdom's primary concerns. Staff should always be on alert for potentially dangerous situations and continuously account for the children in their care.

FBC Wee Wisdom Day Care: Handbook

Attendance is taken each day, and children are to be accounted for any time the class's location or activity changes. When a class leaves the room, one staff member should walk the perimeter to ensure no child is hiding or sleeping that could be left behind.

The daily schedule for playground use is to be followed. Age groups are not to be mixed during playtime.

When playing outside, be sure to watch the children in the sun. If any child is getting red, put sunscreen on them if sent by parents. Be aware of any children in your care who have an allergic reaction to an insect bite. Be sure to know what procedure to follow if these children are bitten.

An ***Accident Report Form*** must be completed any time a child is injured. The original should be given to the parent, and a copy should be sent to the office to be placed in the child's permanent file.

In the case of biting, the original should be given to the parent, and two copies should be made for the office. (One copy with the child's name, which bit written small in the corner.)

Staff members should wash their hands frequently. They should wash with soap and running water after using the bathroom, changing diapers, playing on the playground, before and after meals, and any time they are visibly dirty.

Wash cloths should not be used except on faces or filthy hands before washing. This will help keep down the spread of germs.

Flu shots are also encouraged for staff members.

DIAPERING/TOILETING PROCEDURES

1. Wet/soiled diapers or wet clothing shall be changed promptly.
2. Diapers and other soiled or wet clothing shall only be changed in a changing area that is cleaned and disinfected after each use.
3. Any child that needs diapering shall not be left unattended while being diapered.
4. Each child's hands shall be washed after diapering.
5. Staff members shall wash hands with soap and warm running water before and immediately after diapering each child and after contact with bodily fluids, even if gloves are used. Individual disposable paper towels shall be used for hand drying.
6. Each staff person shall use single-use disposable gloves for diapering each child. Clean gloves shall be used for each diaper change. Used gloves shall be

FBC Wee Wisdom Day Care: Handbook

disposed of in a covered, plastic-lined container, inaccessible to children, and disposed of daily.

7. Individual disposable wipes shall be used at each diaper change. Soiled wipes shall be placed in a covered, plastic-lined container, kept out of the reach of children, and disposed of properly.
8. Potty chairs, if used, shall be emptied and rinsed, and disinfected after each use.

PLAYGROUND SAFETY PROCEDURES

1. Teachers and Teacher Assistants should **station themselves around the playground with no more than two teachers clustered together.** Be sure to change your position frequently during supervised play to avoid blind spots.
2. It is okay to sit down for short periods. If only two teachers are outside, one should be stationed at one end and one at the other end of the playground.
3. Remember that playtime is not a teacher's break time.
4. Teachers should not be on cell phones while outside. They are to have their eyes on the children.
5. Go over the rules with the children before they play:
 - a. Slide down; don't walk up the slide. Don't jump from the top of the slide or the steps.
 - b. Use and Sit on swings properly. Do not twist or swing side to side. Do not lie on your stomach or jump from the swing.
 - c. Do not throw toys, sand, rocks, or tree bark.
 - d. When it is trike/bike day, Do Not stand on the back of a trike, and never ride double.
 - e. Look where you are going when on a trike/bike to avoid hitting other children.
6. Before using the play area, scan it for hazards. Make sure play materials such as trikes are kept out of fall zones.
7. Remove children who cannot control their behavior and have them consider the implication of negative behavior.
8. The last class to use the playground at the end of the day is responsible for putting all toys, balls, bikes, sand toys, etc.
9. On hot days, take a cooler and cups of water on the playground. Limit playtime outside. Make sure your children have their faces and hands washed before lunch and before being picked up by the parent.

ACCOUNTABILITY FOR CHILDREN

Caring for children is a significant responsibility, and we take it very seriously. There is never an excuse for "losing a child."

1. Count your children often.
2. When you move your group, count your children before you leave the starting point and again when you arrive at your destination.

FBC Wee Wisdom Day Care: Handbook

3. Also, it is a must for you to have the person bringing or picking up a child sign them in or out. Full name and time are required. A checkmark is not sufficient.

RELEASING A CHILD/RELEASING INFORMATION

Children are to be released only to their parents or persons for whom the office has received written consent. In an emergency, consent will be taken over the phone.

If someone comes to pick up a child and you have not been notified:

1. Check with the office for verification. If the person is not on file or the parent has not notified FBC Wee Wisdom, the office will try to contact the parent for verification. If confirmation cannot be made, the child is **not** to be released.
2. If confirmation is made, **ALWAYS** ask for identification to be sure the person is who they say they are before releasing the child.

Keeping parents informed and involved is the key to a good relationship. Parents are eager to know everything about their children. Employees should tell them all the positive things they can about their children. All employees must be courteous and friendly to parents at all times.

Any actions toward parents that are not courteous and polite are grounds for disciplinary action.

The teacher is to talk with the parents regarding a child's behavior or any incidents during the day whenever possible. At times a teacher may give specific instructions to an afternoon employee for talking with a parent, but unless this is done, no one but the child's teacher should relay incidents to parents. Any questions should be referred to the teacher when possible. A child's behavior should never be discussed with anyone other than a parent or guardian. Such action by an employee could result in disciplinary action.

All notes going home from the classroom are to be approved by the Director.

FIELD TRIPS AND TRANSPORTATION

On occasion, classes will go on field trips. The Director must approve all field trips. Once approved, the information should be sent to the parents, advising them of the field trip's particulars.

1. Only children with written permission from parents/guardians may participate in field trips. Permission slips are to be completed for each field trip.
2. Children are not taken off the property under the age of three.
3. Trips are made in the FBC Church Vans Only. All children are placed in seat belts or car seats provided by parents for three-year-olds.
4. Children shall be loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway.

FBC Wee Wisdom Day Care: Handbook

5. Nametags listing Wee Wisdom's name, address, and phone number need to be worn at all times, not the child's name.

LESSON PLANS AND ATTENDANCE RECORDS

All teachers must keep a lesson plan book. Copies of lesson plans are to be turned in to the daycare director in advance. These plans should be turned in on Thursday for the next week and will be reviewed by the Director, and suggestions will be made where needed.

Teachers should go over lesson plans with their assistants so they are informed and can teach in their absence. Set aside a specific time for children to share extraordinary things they may bring from home in your lesson plans. Encourage them to bring an item that is educational or has to do with what is being studied.

The classroom teacher, daily, will maintain attendance records. After two consecutive absences, the teacher should call the home to ask about the child and notify the office if any action needs to be taken.

STUDENT EVALUATIONS/PARENT CONFERENCES

Anytime a teacher feels a conference is needed. It will be held as soon as the need arises. The director must be informed about the situation prior to contacting the parents. Remember, if you must report something negative, be sure to say it kindly and start by pointing out the positives.

A parent may ask for a conference at any time and must schedule an appointment through the office.

If a child is observed as having a possible developmental or learning difficulty, which needs attention, the teacher needs to report this observation to the director, who will evaluate the situation with the assistance of professionals if necessary. The following procedure may be followed:

1. Findings will be shared with the parent in a scheduled meeting
2. Further evaluation may be recommended (with parental approval)
3. A follow-up meeting may be held to determine the most appropriate instructional strategies or programs.

PARENT OBSERVATIONS AND INVOLVEMENT

Parents are encouraged to become involved at FBC Wee Wisdom by assisting with professional experiences, show-and-tell holiday activities, and many other ways.

FBC Wee Wisdom Day Care: Handbook

SNACKS AND PARTIES

Wee Wisdom maintains snack foods in the kitchen for snacks. Be sure not to be wasteful in portion sizes. It is better to provide the child with a small amount to begin and serve seconds if necessary. Snacks prepared for children are not to be abused by employees.

For children that arrive between 6:30 a.m. and 8:00 a.m., staff will serve breakfast when provided by the parent. No breakfast will be served after 8:00 a.m.

Special parties and activities are planned throughout the year:

1. Valentine's Party: These are held in individual classrooms, and children bring valentines for everyone in the class. Teachers are responsible for providing class lists to parents if names are to be put on the Valentine envelopes.
 - a. Parents are usually asked to bring refreshments, and teachers are responsible for assigning what will be brought.
2. Easter Egg Hunt and Party: An egg hunt will be held for each class in and around the facility and the church.
 - a. Parents usually provide refreshments.
3. Fall Festival: Everyone dresses up in a non-scary costume, employees included.
4. Christmas Party: These are held in individual classrooms, and parents are to provide their child with a wrapped present with a cost limit of \$10.00.
 - a. Parents are usually asked to bring refreshments, and teachers are responsible for assigning what is to be brought.

If a parent wishes to celebrate their child's birthday at school, they are asked to keep it as simple as possible and schedule it with the teacher during normal snack time. Parents are told not to send invitations to parties to the classroom unless the entire class is invited.

TOYS POLICY

FBC Wee Wisdom tries to maintain safe, educational, mentally, and physically challenging toys in all classrooms. As the budget allows, new toys are purchased, and worn items replaced. Employees are asked to follow these guidelines to assist in caring for toys:

1. Each classroom is to sanitize its toys regularly. Each item should be checked for safety. Toys should be routinely cleaned and sanitized daily. Toy storage should be neat and organized. Battery-operated toys are to be inspected before being put up to ensure the operation is in the "off" mode.
3. Toys on the playground are to be kept in a storage box.

FBC Wee Wisdom Day Care: Handbook

EMERGENCY ACTION PLAN

Our Address is:

Vernon First Baptist Church

9071 Hwy 18

Vernon, Al 35592

A. Major Medical Emergency

1. Following First Aid guidelines, stabilize the child and remain calm.

Check: A - Airway

B - Breathing

C - Circulation

D - Disability

2. Have someone call 911, then notify the child's parent.

3. Do CPR, as needed: Check Airways

Adult: 15 Compressions and 2 Breaths

Child: 5 Compressions and 1 Puff

4. Have someone call 911. Then notify the child's parent.

5. Choking: Encourage the child to cough and watch for the object to be expelled. If unable to cough

Adult: Heimlich Maneuver

Infant: 5 Back Blows

6. Bleeding: Apply sterile gauze with slight pressure to stop bleeding. Apply more gauze as needed, but **DO NOT** remove the gauze already applied.

7. Poisoning: Call Poison Control Center at 1-800-222-1222 (have the container and label of ingested substance present when you make the call). Follow their instructions. **DO NOT HANG UP UNTIL AFTER THEY HANG UP.**

8. Convulsions/Seizures: Move objects away from the child (**DO NOT** Restrain the child or open the mouth).

B. Severe Weather

1. The office will alert the staff to quickly move the children to the area approved by the EMA as the safest place to be.

All children and workers will go immediately to the hallway outside the old Fellowship Hall. Babies will also be put in evacuation bed(s) and rolled to the hallway. Upon arriving in the safe area, have children assume a kneeling position facing the wall, then leaning forward, covering their heads with their hands. We will remain in our safe places until the warning expires. The drill is indicated by two (2) long blasts of the alarm bell.

FBC Wee Wisdom Day Care: Handbook

C. Fire

1. Sound the alarm immediately.
2. Notify the Fire Department
3. Remain calm, take the class clipboard, and evacuate the building.
All children and workers will go immediately to the fenced-in playground area and remain there until the drill or alert is over. Babies will be put in the evacuation bed(s) and rolled to the parking lot by the playground.
4. The teacher will immediately account for each child.
5. Caregivers and children will be allowed to return to the building upon consultation with fire officials.

D. Earthquake

An earthquake in Alabama is not as far-fetched as one might think. Lamar County lies on the edge of the Appalachian Fault to the northeast and the New Madrid Fault to the west.

1. The first sign of an earthquake is the building swaying or rocking, and the object will begin to rattle.
2. You will only have seconds to respond, so remember the following plan:
 - a. Initially, you will stay in the building.
 - b. Help the children seek cover under the tables and desks.
 - c. Stay away from windows, electrical equipment, and cabinets.
 - d. After the initial shock, everyone will evacuate the building using the fire plan.
 - e. Once outside, keep the children from dangers (Downed Power lines, debris, etc.).
 - f. Caregivers and children will only return to the building when it has been inspected and declared safe.

E. Intruder/Kidnapping/Robbery

1. Calmly lock classroom doors from the inside.
2. Call 911.
3. If possible, escape through windows and evacuate to the nearest safe building. Take a clipboard and account for all children.
4. If children are outside, do not bring them into the building where the intruder is located. Instead, evacuate to the nearest safe building.
5. If an intruder approaches children outside, immediately bring them back into the building and notify the office and police.
6. In the unfortunate event of a robbery, please give the intruder whatever they want (money, etc.) and get them out of the building as quickly as possible. Be polite. DO NOT draw their attention to the children in any way.
7. After the intruder/robber/kidnapper has left the premises, immediately write down a description of the person. Particularly note any specific identifying features such as beards, moles, scars, etc.

FBC Wee Wisdom Day Care: Handbook

8. Attempt to identify the make, model, and color of the vehicle being driven and take down a license plate number if possible. Also, note the direction of travel.

F. Bomb Threat

1. Take clipboard and flashlight as you evacuate the children immediately. Evacuate the building using the fire plan.
2. As you leave, **DO NOT USE A RADIO, WALKIE TALKIE, or a CELL PHONE!** These may trigger the explosive.
3. If you notice anything suspicious, report this to the Director. **DO NOT TOUCH ANYTHING SUSPICIOUS!**
4. Account for all the children once you reach the fenced-in playground area.
5. If an actual explosion occurs:
 - a. Call 911 immediately.
 - b. Evacuate using the routes indicated above. If there is damage in those areas, **DO NOT** try to exit through those areas. Use alternative procedures such as fire routes, etc.
 - c. Caregivers in the explosion area should help cover the children's heads and faces with jackets, blankets, etc. Everyone should remain in this position until all the debris ceases.
 - d. Account for all the children as soon as possible.
6. Wait for law enforcement to give the All Clear before re-entering the building.

G. Hazardous Material Incident

1. The Director will shut down the heating and air conditioning. The teachers will turn off the heating & air conditioning systems in their rooms.
2. Teachers are responsible for ensuring that all the windows in their rooms are closed.
3. Contact the civil defense (911) to receive further instructions.

H. Utility Emergency

1. Power Outage
 - a. We have flashlights and emergency lights located in each room. Be familiar with where they are kept.
 - b. If a power line is down, **NO ONE** should go near it.
 - c. Call Alabama Power (1-800-888-2726) to report the problem.
2. Gas Leaks (smells like rotten eggs)
 - a. Notify Lamar County Gas District (695-9320). **DO NOT** use a phone in the vicinity of the gas. It could cause a spark.
 - b. **DO NOT**; use light switches, office machines, or telephones.
 - c. Evacuate (100 feet) using our Fire Drill Procedures.
 - d. **DO NOT** attempt to open or close any valves or extinguish any flames.
 - e. **DO NOT** enter the building until the "All Clear" has been given.

FBC Wee Wisdom Day Care: Handbook

3. Water pipe/Water Main Breakage
 - a. Keep children away from puddles and holes created by the water.
Breakage indoors can cause an electrical shock hazard.
 - b. The Director will shut off electrical breakers
 - c. Call Vernon Water Works (205) 695-9274
 - d. Shut off the water flow if possible. The main water valve is located in the front yard of the church.

I. Van/Car Accident

1. Children will be in seat restraints at all times.
2. There will be a roster for children who are traveling in a vehicle. One copy will be in the office. The log should include the following information:
 - a. Student name and address.
 - b. Parent's name, place of employment, work phone number, and address.
 - c. Student's emergency numbers.
3. If an accident occurs:
 - a. Determine any injuries and seek medical attention.
 - b. Call 911 and report the accident and any injuries.
 - c. Notify the office.
 - d. Notify parents, giving what information is known.
 - e. A list of students transported for medical attention should be compiled with: including their names, with whom they left, and their destination.

FBC Wee Wisdom Day Care: Handbook

II. EMERGENCY CONTACTS

- I. Police Department: 911 or (205) 695-7022
- II. Fire Department: 911
- III. Lamar County Sheriff: 911
- IV. Alabama State Troopers: (205) 921-3121
- V. Ambulance: 911
- VI. Vernon Water Works: (205) 695-9274
- VII. Alabama Power: 1-800-888-2726
- VIII. Poison Control Center: 1-800-222-1222
- IX. Church: (205) 695-7511
- X. Daycare: (205) 695-6318
- XI. Pastor: Brandon Phillips: (205) 695-7511
- XII. Director: Tina Hackman: (205) 712-5036
- XIII. Committee Chairman: (205) 695-7511

FBC Wee Wisdom Day Care: Handbook

RECEIPT OF EMPLOYEE AND PARENT HANDBOOK

I have received a copy of the Employee Handbook and the Parent Handbook and have either read them or have had them read to me carefully. I understand all rules, policies, terms, and conditions and agree to abide by them. I understand and agree that any provision of these Handbooks may be amended or revised at any time. I also understand and agree that my employment is terminable at will so that both FBC Wee Wisdom and I remain free to choose to end our work relationship and further that nothing in these Handbooks in any way creates an express or implied contract or employment between the FBC Wee Wisdom and me.

Date: _____

Employee's Signature: _____

Director's Signature: _____