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Matthew 5:16 (ESV)*

## ***Staff Handbook***

Our Mission: To provide a safe environment that provides age-appropriate learning experiences for preschoolers, in order that they may have an understanding of Salvation through Jesus Christ and be academically and behaviorally prepared for Kindergarten.

Philosophy: We believe in balancing academic learning with stimulating and fun activities. Children are a blessing from God, and it is our responsibility to provide a loving, structured, and stimulating environment for them to grow in. We want each child to have an understanding of God's love for them. Preschool-age children display varying levels of academic abilities, and should be taught at their own level. We focus on teaching proper classroom behavior and basic academic skills in a way that is fun and motivating.

**Welcome to SonShine Preschool! It is our hope that you will enjoy a productive time helping our school as we teach our students about God's love and prepare them for kindergarten. Please carefully read and abide by the policies in the parent handbook, as well as those in this staff handbook. Also, please read and familiarize yourself with the State Rules Regulating Child Care centers.**

### **Line of Authority:**

Our Senior Pastor oversees all ministries of First Assembly of God, including SonShine Preschool. He appoints a Director as the chief administrator of the preschool, overseeing program implementation, licensing issues, staffing, curriculum, child enrollment and paperwork, and all SonShine Preschool classes. Each staff member is hired and under the jurisdiction of the Director. The director answers to the pastor. The director may serve concurrently as a teacher.

The Lead Teacher for each class answers directly to the director. They must be at least 18, and qualify as an Early Childhood Teacher according to state licensing rules. The lead teacher is responsible for following the curriculum and direction of the director, and supervising and teaching his/her class. They are responsible for ensuring that licensing



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policies are followed for their classroom, and bringing any concerns to the director. They are also responsible for lesson planning, assessments, and ensuring that any necessary preparation for their lessons is completed at appropriate times. They are responsible for the guidance and discipline of their students. They are also responsible for ensuring that their classroom is cleaned and organized at the end of each class.

Assistant teachers work under the direction of the lead teacher to support them in any way the lead teacher deems appropriate. They must be at least 16 years of age and must work directly under the supervision of the director or an early childhood teacher. This may include teaching some of the lessons, leading small group activities, assisting with supervision, and helping with lesson and craft preparation. They are responsible for helping to ensure that their classroom is cleaned and organized at the end of each class.

Volunteers must be approved by the director and the teacher of the classroom they wish to enter. Volunteers must sign a visitor's log with the time, date, and purpose of the visit. Parents and guardians are welcome in their child's class at any time their child is present.

Volunteers will be supervised and under the direction of the director and the classroom teacher. They must have qualifications suitable to the tasks they are assigned. The classroom teacher they are with will give any necessary instructions as to the center's policies and procedures. Any adult volunteer working as a volunteer staff member to meet required staff to student ratios who works more than 14 days in a calendar year, must submit fingerprints to the CBI for a criminal record check.

### **Staff development plan:**

At the time of employment, staff members will be informed of their duties and assigned a supervisor. Prior to working with children, they must read and be instructed about the policies and procedures of the center, and the reporting of child abuse. Each staff member must sign a statement indicating that they have read and understand the center's policies and procedures. Within 90 days of employment, they must demonstrate to the Director that they are familiar with the licensing rules governing child care centers. All staff members must submit an immunization record and a medical statement signed by a health care professional clearing them for their duties, dated no more than 6 months prior to employment or within 30 days after employment. They must complete a 1 ½ hour Universal Precautions training within 3 months of employment, and every 3 years thereafter. A criminal record check request with staff fingerprints must be submitted by



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the center within 5 days of employment. A background check must be submitted within 10 working days of the first day of employment.

A minimum of 15 clock hours of training is required each year for all staff. The director of SonShine Preschool will organize and notify staff members of training opportunities to ensure that each staff member receives 15 clock hours of training. Any cost of training is the responsibility of each staff member. United Way offers many free training opportunities, which will be our main source of training. Training may relate to one or more of the following areas: Child Growth and Development, Healthy and Safe Environment, Developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

**Staff Files Must Be Complete within 30 days of employment:**

- Application (including date of employment, name, address, phone, birth date, emergency contact, education, and work experience).
- Training verification
  - Universal precautions within 3 months
  - 15 clock hours per year
  - Certificate for completion of first aid and CPR
- Information received from background check
- Information received from criminal record check
- Signed policies and procedures statement
- Signed Affidavit
- Signed child abuse reporting statement
- Copy of fingerprints

**Attire and Conduct**

Staff members required to conduct themselves in a manner that provides a positive role model for students and does not undermine Biblical values. They may not use profane or blasphemous language while on duty, or act in a disrespectful manner towards others.

Staff members must dress appropriately for their jobs. This means that clothing should be non-revealing (not low cut), clean, free of holes, free of offensive pictures or words, and should cover all undergarments and private areas. Clothing should allow for the freedom to move and work with children comfortably.



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Smoking is prohibited during business hours in all areas where child care is provided, and when transporting children on field trips. As much as possible, children will be protected from second hand smoke on excursions.

Staff members must not be under the influence of any illicit substances or alcohol while on duty.

### Illness

- Staff Health. Staff shall be in good health and be free from communicable disease while caring for children, preparing food or employed in any capacity where there is a likelihood of transmitting disease to others at the facility. Signs of illness include:
  - **Diarrhea, vomiting, sore throat, suspicious skin rash, eye infection and/or temperature over 100 degrees Fahrenheit.**
  - A staff member who is on an antibiotic for a contagious disease must be on the antibiotic for 24 hours before returning to child care.
- Child Health
  - Immunization. Children in care shall be immunized as required by Sections 25-4-901 *et seq.* and Sections 25-4-1704 ET SEQ., C.R.S., the *1993 Rules of the Colorado Board of Health Pertaining to the Immunization of Students Attending School*. The official Certificate of Immunization or Exemption shall be on file.
  - For the health and well-being of all our students, we do not accept children if they are ill. Here is a list of symptoms:
    - **Diarrhea, vomiting, sore throat, earache, discharge from ear, suspicious skin rash, eye infection and/or temperature over 100 degrees Fahrenheit.**
  - If any of these symptoms are present, do not accept the child into the classroom. If a child becomes ill at school, the child will be separated from the group and asked to rest. Parents will be notified and required to pick their child up immediately. Children who have had a fever, diarrhea, or vomiting, are asked to allow at least 24 hours after symptoms abate before they return to school. If a child is on antibiotics for a contagious disease, they must be on them for 24 hours before returning to school.
  - The common cold and lingering coughs are not illnesses requiring a stay home unless they are severe enough to make the child too uncomfortable to



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- participate normally in preschool activities.
- If a child is seriously injured, staff will provide emergency first aid, get emergency medical treatment for your child if necessary, and notify parents as soon as possible. If we need parents to pick up a child, we will separate them and have them rest until they arrive.
- If a child has an injury that does not require emergency medical attention, we will provide first aid and notify the person who picks up the child.
- If a child or staff member has been diagnosed with a communicable illness such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, please notify SonShine Preschool immediately. We will report the illness, to the Colorado Department of Public Health and Environment, and post a note by the sign in/out book. The child's or staff member's confidentiality will be maintained. A doctor's written note is required for re-entry.
- Child care staff shall wear gloves when in contact with blood, feces and other high hazard body fluids.

### Hygiene

- Diapers
  - Diaper Changing Procedure:
    - The Designated diaper changing location is on the counter in the children's bathroom.
    - New disposable gloves must be worn when changing a diaper.
    - Soiled clothing and diaper will be removed. Any soiled clothing will be placed in a sealed plastic bag to be sent home. Soiled diapers will be folded up and placed in a lidded trash can.
    - Wipe the child's diaper area clean with wet wipes, wiping from front to back.
    - Dress the child appropriately in clean diapers/garments, and have them wash their hands.
    - Disinfect the changing area, allowing 1 minute contact time with disinfectant.
    - Remove and dispose of gloves, and wash your hands.
- Staff Hand Washing. Staff members shall practice adequate hand washing by moistening hands with warm running water, applying soap, and washing vigorously until a soapy lather appears. Staff shall continue washing for at least 10 seconds, rubbing areas between fingers, around nail beds, under fingernails, under jewelry and

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the backs of hands. Staff shall then rinse hands under running water until they are free of soap and dirt. Staff shall dry hands with clean disposable towels or a mechanical drying device:

- (a) After using the toilet, changing diapers or assisting a child with toileting;
  - (b) After handling soiled dishes, soiled tissues, soiled diapers or other soiled laundry;
  - (c) Immediately after reporting to work;
  - (d) Before handling food or food utensils;
  - (e) After handling pets, or other animals or having any contact with their cages;
  - (f) When hands become contaminated with body fluid such as after sneezing, coughing, or nose blowing;
  - (g) Before and after administration of medications and first aid;
  - (h) After removing or changing gloves;
  - (i) Before and after handling sensory tables;
  - (j) After cleaning activities; and
  - (k) At any other time their hands become soiled.
- Handwashing by Toddlers and All Older Children. Children shall be taught to wash their hands properly. Children shall moisten hands with warm running water, applying soap, and washing vigorously until a soapy lather appears. Children shall continue washing for at least 10 seconds, rubbing areas between fingers, around nail beds, under fingernails and the backs of their hands. Children shall rinse hands under running water until they are free of soap and dirt. Children's hands shall then be dried with clean disposable towels or a mechanical drying device:
    - (a) After using the toilet, or diapering;
    - (b) Before and after preparing or eating food;
    - (c) When hands become contaminated with body fluid such as after sneezing, coughing, or nose blowing;
    - (d) After coming in from the outdoors;
    - (e) Before taking medications;
    - (f) After handling pets or other animals;
    - (g) Before and after use of sensory tables; and
    - (h) At any other time their hands become soiled.



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### **\*Medication at Child Care\***

Only a medication delegate who has completed medication administration training may administer medications to students.

To give a child necessary prescription or non-prescription medication, **including Tylenol/ ibuprofen**, at child care, we must have the following:

1. **Medication** in its original container labeled with child's first and last name. Prescriptions must have the pharmacy label attached.
2. **Note signed by parent/ guardian** with permission to give medication
3. **Note from doctor/ prescriber** with specific medication, dose, time, reason, possible side effects, duration to be given, and signature.

IF ALL 3 OF THESE REQUIREMENTS ARE NOT MET, WE CANNOT ADMINISTER THE MEDICATION.

CHILD CARE MEDICATION POLICY IS A COLORADO CHILD CARE RULE. Our license depends on complying with these rules. Medication will be stored in a locked container inaccessible to children.

Unused medication will be sent home or destroyed according to medication administration guidelines. Medication administration will be logged.

### **Miscellaneous**

- A recent state licensing inspection report is available upon request
- **Reporting complaints:** We are licensed by the state of Colorado. If you have licensing complaints you can report them by contacting :  
**Colorado Department of Human Services**  
**Division of Child Care**  
**1575 Sherman St.**  
**Denver, CO 80203**  
**(303) 866-5958**
- For the official Rules Regulating Child Care Centers, please consult the Code of Colorado Regulations (12 CCR 2509-8) or contact Lexis-Nexis at 1-800-227-9597 or the Secretary of State, Information Center at 303-894-2200, x6418. The secretary of state's website is [www.sos.state.co.us](http://www.sos.state.co.us).
- Colorado law requires child care providers to report all known or suspected cases of child abuse or neglect. To report suspicions of child abuse or neglect, contact:  
**Weld County Dept. of Human Services**  
**(970) 352-1551 ext. 6211**